United Nations ST/IC/2005/6

Secretariat

19 January 2005

English only

Information circular*

To: Staff members who are liable to pay income taxes to United States tax authorities on United Nations salaries and emoluments

From: The Controller

Subject: **Payment of 2004 income taxes**

Deadlines for submission of requests for reimbursement of 2004 taxes

Staff serving in the United States: 1 March 2005

Staff serving elsewhere: 1 April 2005

- **Copies of tax returns and related United Nations forms must be received by the Income Tax Unit of the Accounts Division by the above dates.**
- **Mail your submission by regular mail or special courier (e.g., DHL, FedEx, UPS) to the address indicated below.**
- **In-person submission may be made from 9 a.m. to 5 p.m. at the address noted below.**

Inquiries

United Nations
Income Tax Unit, Accounts Division, Room FF-300
304 East 45 Street, New York, NY 10017
Telephone: (212) 963-2949; Fax: (212) 963-1544
Lotus Notes Mail (Tax Unit); e-mail: tax@un.org
Intranet: http://intranet/accounts/tax
Internet: http://www.un.org/depts/oppba/accounts/tax

In person or by phone:

1 to 15 April 2005: 9 a.m. to 5 p.m.

At all other times: 1 p.m. to 5 p.m.

- See "Announcements" on page 3.
- See "Frequently asked questions" on pages 37.
- Use the checklist on page 35 to verify the completeness of your submission.

* Expiration date of the present circular: 31 December 2005.

05-21513 (E) 250105

Note

The present information circular contains important information about the reimbursement of income taxes by the United Nations. Read it carefully and be sure that anybody who assists you in the preparation of your tax returns reads it also. You will be required to certify as to the accuracy of certain statements made in your request for reimbursement and to give consent to the Organization to obtain certain verifications directly from the Internal Revenue Service (IRS). This is explained fully in paragraphs 5 to 9 below. Please note in particular paragraph 8, which defines your responsibility for informing the Organization of any change in your tax liability or filing of amended tax returns for any reason.

Tax advice and tax forms. Staff members who need detailed tax advice and/or tax forms should refer to paragraphs 23 to 25 for further information and a listing of addresses, telephone numbers and Internet sites for IRS and state tax help services.

Staff members of dual nationality. A staff member's registered nationality and/or resident status with the United Nations determines his or her eligibility for reimbursement of income taxes. Staff members who are nationals and permanent residents of the United States of America must register as such to be eligible for reimbursement of United States income taxes on United Nations earnings.

Signing the waiver. According to the United States Immigration and Nationality Act of 1952, staff members who are or who become permanent residents of the United States must sign the "Waiver of rights, privileges, exemptions and immunities" within 10 days of receiving notification of admission for permanent residence or effective date of employment with the United Nations.

Minimizing of tax. You are required to make maximum use of all adjustments to income, deductions and exemptions available to you and to certify to this effect (see paras. 12-15).

Cheques made payable to tax authorities. Cheques for reimbursement of taxes or for tax advances will normally be made payable to a tax authority. They must be transmitted to the appropriate tax authorities or returned to the Income Tax Unit. These cheques made payable to tax authorities must **never**, under any circumstances, be deposited into a personal account.

Staff members due large refunds from tax authorities. Large refunds may at times be due from the tax authorities because of overpayment of tax advances by the United Nations. Please refer to paragraphs 47 to 49 for an explanation as to how any excess reimbursements for 2004 will be handled.

Taxpaying staff members stationed outside the United States. Those assigned to a United Nations office or mission outside the United States during 2003 or 2004 or 2005 should give particular attention to the information contained in paragraphs 66 to 88.

Income tax information. Income tax information specific to the needs of United States taxpayers working for the United Nations is available through the Intranet to personnel stationed in New York at http://intranet/accounts/tax. Personnel at Headquarters with access to the United Nations Intranet site are encouraged to explore this alternative.

Acknowledgement of receipt of revised and/or amended returns. Staff members who file revised and/or amended returns with the tax authorities must submit copies to the Income Tax Unit. They will receive an acknowledgement of receipt of such revised and/or amended returns within one month. If staff members do not receive such acknowledgement within the prescribed time, they should contact the Income Tax Unit.

Most frequently asked questions on income taxes. Answers to the most frequently asked questions on income taxes in the United Nations are included as an annex to the present information circular. Please note, however, that the information in the annex is not exhaustive and therefore should not be used in lieu of the present information circular.

Announcements

- **United States income tax briefing sessions** will be conducted at New York Headquarters at the beginning of February 2005. Dates and venues will be announced through a broadcast message.
- **Self-employment tax.** Payment of a staff member's share of self-employment tax through voluntary payroll deductions is anticipated to be available sometime in 2005. Staff members will be informed of this availability through a broadcast message and an information circular.
- **New United Nations forms F.65** (Request for 2004 income tax settlement and 2005 income tax advances) **and F.65/A** (Request for settlement of income taxes (supplementary information to form F.65)) are attached on pages 29 and 31 of the present information circular.

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Annex

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Introduction

1. A staff member who is a United States citizen or a permanent resident ("green card" holder) who has signed the "Waiver of rights, privileges, exemptions and immunities" (the waiver) is subject to income taxation by the United States on his or her earnings from the United Nations (see ST/AI/1998/1 dated 28 January 1998). According to the United States Immigration and Nationality Act of 1952, the waiver should be signed within 10 days of receiving notification of admission for permanent residence or joining the Organization. The main criterion of determination by the United Nations of entitlement to reimbursement of income taxes is the staff member's nationality and/or resident status registered with the United Nations. It is the staff member's **personal responsibility** to ascertain and meet his or her legal obligations, if any, arising under United States federal, state and municipal income tax laws.

2. A staff member who is liable for such taxes for 2004 and/or 2005 and who wishes to claim reimbursement from the United Nations may apply for reimbursement of such taxes in accordance with the procedures set out in the present information circular.

I. United Nations policies on income tax reimbursement

A. Rationale for reimbursement of taxes levied on United Nations income

3. Most Member States, by acceding to section 18 (b) of the Convention on the Privileges and Immunities of the United Nations, have exempted United Nations staff members from national taxation of their official emoluments. A few Member States have not done so and staff members from those Member States may thus be required to pay taxes on their United Nations income. In the interest of equity, the General Assembly established a system to reimburse income taxes to those United Nations staff members who are required to pay taxes in respect of salaries or other emoluments they receive from the United Nations.

4. The purpose of the reimbursement system is to place United Nations staff members subject to taxation in the position they would have if their official emoluments were not taxed. Hence, it is intended neither to provide a benefit, nor to place the staff member at a disadvantage, in relation to other United Nations staff members who are not required to pay taxes to a Member State on their United Nations emoluments. United Nations staff regulation 3.3 (f) (i) stipulates that in no case shall the reimbursement by the United Nations exceed the final income taxes actually paid and payable in respect of a staff member's United Nations income.

B. Requirements for applications for reimbursement or for advances to pay estimated taxes

5. Staff members must submit to the Income Tax Unit, Room FF-300, the following:

(a) For reimbursement of 2004 federal, state or municipal taxes:

(i) A request for settlement of income taxes (United Nations form F.65 plus form F.65/A, if applicable);

(ii) A consent for the IRS to disclose certain tax return information to the United Nations (United Nations form F.243);

(iii) True, complete and signed copies of the relevant income tax returns and supporting information for the tax year for which reimbursement is requested, including a copy of the statement of taxable earnings;

(iv) For states other than New York, New Jersey, Connecticut, Washington, D.C., Maryland and Virginia, or for municipal authorities other than New York City or Yonkers, the tax rates and relevant instructions issued by the tax authority must be attached to the application.

(b) For advances to pay 2005 estimated taxes: a request for settlement of income taxes (United Nations form F.65 plus form F.65/A, if applicable).

Incomplete applications

6. Forms that are not fully completed, signed and dated, and, in the case of requests for reimbursement of income taxes, that are not complete, signed copy/copies of income tax return(s), will not be processed and will be returned to the staff member with a notice of correction. The Organization will not accept any responsibility for delays in processing any incomplete application for reimbursement of income taxes.

Form F.65

7. All applicable spaces on form F.65 must be filled in completely. The Income Tax Unit relies on current information, such as home address, office location and telephone extension, in order to facilitate communication with staff members. A staff member's home address on form F.65 should be the same as the home address indicated on the 2004 IRS form 1040 filed, unless it is certain that the staff member is more easily reached at another mailing address.

8. In signing form F.65, staff members certify and undertake very specific obligations as a condition of receiving reimbursements or advances. Staff members authorize the United Nations to make federal and state tax advance deposits on their behalf. Staff members certify that copies of tax returns submitted are identical to the returns filed with the tax authorities. Staff members agree specifically, inter alia, to notify the United Nations within 30 days of: (a) any amended returns filed with the tax authorities subsequent to the copies submitted to the United Nations; and (b) any change in the staff member's tax liability, whether that change takes place before or after the return is filed, whether or not that change pertains to the staff member's United Nations income, and whether or not a joint return is filed. Because changes in income from non-United Nations sources or changes in deductions are likely to affect the amount of the United Nations reimbursement, **any** kind of change in tax liability must be reported to the United Nations. Failure to adhere to these obligations may result in: (a) suspension of issuance of further tax reimbursements; (b) recovery of amounts already advanced and/or paid; and (c) possible disciplinary action.

Form F.243

9. In completing and signing form F.243, a staff member consents to authorize the IRS to disclose certain tax information to the United Nations for verifying actual income taxes paid to the United States. This consent may be revoked within 75 days of signature. However, if consent is revoked, the staff member must immediately repay to the United Nations the entire amount of any tax reimbursements and advances for all the tax years to which the revocation applies. If repayment of any tax reimbursements and advances is not made promptly, these amounts may be deducted, pursuant to staff rule 103.18, from future payments by the Organization of salaries and other emoluments, including separation entitlements, and disciplinary action may also be taken as appropriate. Normally the completion of one form F.243 at the time of application for reimbursement will be sufficient for the whole year. However, staff members may be required to complete and sign another form F.243 at any time during the year if the original form F.243 is not acceptable by the IRS.

IRS requirements regarding form F.243

10. Form F.243 must be filed with no changes or alterations except as specified in the directions at the bottom of the form, and must be submitted with an original signature. Faxed copies of completed form F.243 are not acceptable because they do not have an original signature. The use of correction fluid or any subsequent corrections to form F.243 are not permitted. Form F.243 must be completed in ink and is not acceptable in pencil. Please adhere to the standard **American** dating format of **month/day/year** and not the normal United Nations format when completing form F.243. The IRS will not accept form F.243 if it does not follow the standard American dating format. If you are filing a joint return, your spouse's Social Security number must be on form F.243, whether your spouse is a staff member or not.

11. Any changes to form F.243 or non-adherence to the above requirements will result in the return of the tax reimbursement claim to the staff member and/or delays in the processing of the claim. In cases where a staff member has filed a claim for reimbursement of income taxes that must be returned by the Income Tax Unit because of an error or some other deficiency, the staff member will receive a notice of correction. If the staff member fails to respond to the notice of correction in a timely manner, there may be substantial delays in processing the reimbursement request, for which the United Nations will not accept any responsibility.

C. Obligation to minimize tax liability

12. In order to minimize the burden on the Tax Equalization Fund, of which the Secretary-General is the trustee, and on voluntary funds from which tax reimbursements may be made, a staff member claiming reimbursement is required to make maximum use of all adjustments to income, deductions and exemptions in order to minimize his or her tax liability. In claiming a reimbursement from the United Nations in form F.65 (Request for 2004 income tax settlement and 2005 income tax advances), a staff member, inter alia, certifies and agrees that he or she will minimize his or her taxes.

13. For married staff members, the filing of joint tax returns in most cases results in a lower tax liability both for the staff member and for the United Nations. Staff

members who receive a dependency allowance from the United Nations for their spouse **must** file jointly. If (a) tax return(s) with filing status other than married filing jointly is/are submitted by a staff member in receipt of dependency allowance for a spouse, the final reimbursement of income taxes will be calculated using the greater of the standard deduction for married filing jointly for the tax year in question or the actual amount of the itemized deduction claimed. The married-filing-jointly tax rate will be used to calculate the taxes due. Filing of joint federal returns by citizens and resident aliens with spouses who are non-resident aliens is permitted. New York State income tax laws require that taxpayers who file joint federal returns must, with very few exceptions, file joint New York State returns.

14. Staff members are required to itemize deductions if these would exceed the standard deductions allowable. Staff members should refer to the specific instructions issued by the tax authorities for items of deductions allowed. If a staff member does not itemize deductions and it is determined by the United Nations that itemizing deductions would result in a lower tax, the tax returns will be returned to the staff member as **incomplete**, and he or she will be required to resubmit the returns with an itemized deduction schedule.

15. Staff members who have received United Nations dependency allowances for their relatives residing in the United States are required to claim the appropriate exemptions for the dependants, or provide an acceptable written explanation as to the reason for not doing so. Staff members who received dependency allowances for secondary dependants must claim the exemptions or provide an acceptable written explanation as to the reason for not doing so.

D. Issuance of tax cheques by the United Nations

16. Cheques issued as the final settlement or as advances for federal or state or municipal income tax liabilities attributable to United Nations earnings are made payable to the income tax authority. The staff member must forward any such cheques immediately to the appropriate tax authority. Cheques payable to a tax authority must **never**, under any circumstances, be deposited into a personal account.

17. **Failure to forward cheques made payable to the tax authorities promptly to the appropriate tax authorities may result in the suspension of the issuance of future tax payments. Depositing a cheque made payable to a tax authority into a personal account may result in the suspension of the issuance of future tax payments, recovery of amounts already advanced and/or paid, and possible disciplinary action.**

18. An exception to the United Nations procedure of issuing cheques payable to the tax authorities will be made only if the staff member provides proof that full payment of income taxes has already been made at the time the claim is submitted. Proof of payment means copies of both sides of cancelled cheques made payable to the tax authorities or certified transcripts of taxpayer accounts. When a staff member provides such proof of prior payment at the time of submission of his or her claim, a cheque payable to the staff member will be issued. Any claims for reimbursement of income taxes that request a cheque made payable to the staff member but do not provide acceptable proof of payment will not be honoured.

19. The tax authorities require each taxpayer to enter his or her Social Security number on each cheque so that the tax authority can credit the cheque to the proper account. Staff members should verify that the Social Security number printed on the face of each tax cheque is correct. Married staff members should always write their own Social Security number on any cheque issued by the United Nations and not the Social Security number of their spouse. Staff members are urged to keep a record of the number of each tax cheque received from the United Nations. Copies of cancelled cheques can be obtained by providing the United Nations with the actual **cheque numbers** together with an acceptable justification for the request.

20. Tax cheques are generally issued approximately two weeks before the estimated tax payment and annual tax filing due dates. Staff members who expect to be on official travel or leave on the date that tax cheques are expected to be issued should make prior arrangements with their executive officers, so that they can send their cheques to the appropriate tax authorities before the due date. It is not possible for the Income Tax Unit to accommodate requests for early issuance of cheques.

E. Limitation on retroactivity of claims for reimbursement of taxes

21. The reimbursement of income taxes shall be deemed to be claimable by staff members on the last date on which their return for a particular year must be filed with the tax authority, without any extension of time for filing other than the automatic extension for staff serving abroad. In accordance with staff rule 103.15, no claims for reimbursement of taxes will be entertained beyond one year after that date, unless the United Nations accepts that there are extenuating circumstances. In such cases, a staff member may request that the time limit in staff rule 103.15 be waived, and support such a request with a written explanation for the delay. Staff members will be required to submit sufficient documentary proof of the actual tax returns filed with the respective tax authorities.

F. Policy regarding interest and penalties imposed by tax authorities

22. As the responsibility for filing complete, correct and timely tax returns and estimated tax payments with any amounts due is that of the individual taxpayer, the United Nations will not reimburse staff members for interest or penalties imposed by tax authorities on their United Nations earnings. There are three exceptions to this rule. The United Nations may reimburse late-payment and/or underpayment interest and penalty charges which arise from: (a) delays or incorrect written instructions or incorrect earnings data which are acknowledged by the United Nations as being the responsibility of the Organization; (b) extensions for staff members serving the United Nations outside the United States; or (c) underpayment of tax advances by the United Nations under the provisions of paragraph 54 (c), (d) and (e) below. The United Nations will not pay any late filing penalties under any circumstances.

G. Income tax assistance, inquiries and forms

23. Neither the United Nations nor the United Nations Joint Staff Pension Fund can (a) provide advice or assistance to staff members on tax matters other than in

relation to the treatment of United Nations earnings, and (b) communicate directly with tax authorities on a staff member's behalf. **Under the provisions of staff regulation 1.6, staff members are not permitted to provide assistance in income tax matters to other staff members for remuneration without the prior approval of the Secretary-General.** Should advice on non-United Nations-related aspects of income tax returns be needed, staff members should consult the appropriate income tax authorities or tax preparation services. Staff members may wish to obtain a free copy of publication 17, entitled "Your Federal Income Tax (For Individuals)", which is issued annually by the IRS. Staff members serving outside the United States may wish to obtain a free copy of IRS publication 54, entitled "Tax Guide for U.S. Citizens and Resident Aliens Abroad". Specific information on all general tax matters may be obtained by calling the telephone numbers or accessing the Internet sites listed below:

Internal Revenue Service	800-829-1040 http://www.irs.gov/
New York State Department of Taxation and Finance	800-225-5829 http://www.nystax.gov
State of New Jersey, Department of the Treasury, Division of Taxation	800-323-4400 or 609-292-6400 http://www.state.nj.us/treasury/taxation/
State of Connecticut, Department of Revenue Services	800-382-9463 or 860-297-5962 http://www.ct.gov/DRS

New York, New Jersey and Connecticut 800 numbers can be dialled in-state only.

Staff members serving outside the United States requiring federal income tax forms or information should contact either the IRS Philadelphia Service Center (215-516-2000) or the nearest United States embassy, consulate, or IRS office listed below:

Berlin	(49) (30) 8305-1140
London	(44) (20) 7408-8077
Paris	(33) (1) 4312-2555
Puerto Rico	(787) 622-8929

24. The client service area of the Accounts Division, located at FF-300, is open daily for income tax inquiries from 1 p.m. to 5 p.m. During the period of 1 to 15 April 2005, the client service area will be open for tax inquiries from 9 a.m. to 5 p.m. Inquiries may also be made by telephone (212) 963-2949, fax (212) 963-1544, Lotus Notes Mail (Tax Unit), e-mail (tax@un.org), Intranet at http://intranet/accounts/tax (for staff at Headquarters with access to the Intranet) or in person in room FF-300. Staff members outside the United States who need more information or assistance may contact the Income Tax Unit by e-mail, telephone, fax, and letter or through the Internet.

25. Most forms required for filing federal and state returns are available from libraries, post offices and specialized government Internet sites. The Income Tax Unit will attempt to maintain a limited supply of a few basic forms outside room FF-300. These will be available to staff members on a first-come, first-served basis. However, most tax forms will have to be obtained directly from the appropriate

tax authorities. Tax forms may be ordered by calling the telephone numbers or accessing the Internet sites listed below:

Internal Revenue Service	800-829-3676 http://www.irs.gov
New York State Department of Taxation and Finance	800-462-8100 http://www.nystax.gov
State of New Jersey, Department of the Treasury, Division of Taxation	800-323-4400 or 609-292-6400 http://www.state.nj.us/treasury/taxation/forms/htm
State of Connecticut, Department of Revenue Services	800-382-9463 or 860-297-5962 http://www.ct.gov/DRS

New York, New Jersey and Connecticut 800 numbers can be dialled in-state only.

Income tax forms from government Internet sites are available in file formats that require special software to be read and printed. File readers are generally available free of charge from many income tax Internet sites.

II. Procedures for reimbursement of federal, state and municipal income taxes for calendar year 2004

A. Computation of reimbursement

26. The method of computing the federal, state and municipal taxes payable on United Nations earnings and, thus, the amount that the United Nations will reimburse to a staff member is as follows: The tax attributable to United Nations salary and emoluments is considered to be the **difference** between: (a) the total tax payable for the year as shown in the copies of the tax return submitted by the staff member with the United Nations income (as shown on the statement of taxable earnings) **included**, and (b) the tax that would be payable if United Nations income were **excluded** from total income. The taxable amount of pension withdrawal settlement shown on the statement of taxable earnings for staff members who joined the Organization after 31 December 1979 will be treated as non-United Nations income in accordance with General Assembly resolution 34/165 of 17 December 1979 (see para. 94 below).

27. Both calculations (a) and (b) in paragraph 26 above use the actual total deductions and exemptions claimed by the staff member on his or her tax return(s) to arrive at the taxable income. With effect from the 2002 tax reimbursement, the limitation of itemized deductions and/or the deduction for exemptions that result(s) from including United Nations earnings in adjusted gross income is taken into consideration for the calculation of reimbursement of regular income tax or alternative minimum tax. The adjustment to income for one half of the self-employment tax (see para. 63 below) is considered to be an adjustment to United Nations income to the extent that this self-employment tax is attributable to United Nations income. Additional deductions such as moving expenses may also reduce the United Nations income used in the calculation noted in paragraph 26 above. All

tax credits available, such as the earned income credit, the child and dependant care credit, the elderly and disabled credit, the foreign tax credit, New York City school tax credit and various state homestead tax credits are applied to reduce the total income tax liability and do not affect the calculations noted in paragraph 26 above.

28. Staff members may wish to refer to frequently asked question No. 7 (see annex) for an illustration on computation of United Nations income tax reimbursement.

B. Statement of taxable earnings

29. Each staff member on the **Headquarters** payroll who is subject to United States taxes will receive a detailed statement of his or her United Nations taxable earnings for 2004. The statements will be issued before 31 January 2005.

30. A staff member who is required to file a United States federal income tax return and who was payrolled at any time in 2004 by the Economic Commission for Africa, the Economic Commission for Latin America and the Caribbean, the Economic and Social Commission for Asia and the Pacific, the Economic and Social Commission for Western Asia, the United Nations Office at Nairobi, the United Nations Office at Geneva, the United Nations Office at Vienna, the United Nations University, the Office of the United Nations High Commissioner for Refugees, the United Nations Relief and Works Agency for Palestine Refugees in the Near East or the International Tribunals in The Hague, Arusha or Kigali should receive a statement of his or her United Nations taxable earnings directly from the finance office at that location. Statements of taxable earnings issued by finance offices away from Headquarters will usually be issued sometime after 31 January 2005. Staff members who were on the payrolls of more than one office during 2004 should receive a separate statement of taxable earnings from each office. Their total United Nations taxable income is the sum total from all such statements.

31. Staff members will note that at the bottom of the statement of taxable earnings there is a paragraph which explains that, since remuneration from an international organization is not subject to withholding, the United Nations is exempt from issuing a wage and tax statement (IRS form W-2) per se. While it is not a requirement of the IRS or state/local tax authorities, staff members may wish to attach a copy of the United Nations statement of taxable earnings to the income tax returns that they file with the appropriate tax authorities. A copy of the statement(s) of taxable earnings must be attached to the copy of the returns included with the request for reimbursement of taxes.

32. The following types of payments made by the United Nations to staff members during the calendar year 2004 are included in the statement of taxable earnings for 2004:

(a) Gross salary (before the deduction of staff assessment);

(b) Overtime and night differential;

(c) Post adjustment;

(d) Dependency allowance;

(e) Mobility and hardship allowance (including hazard pay, where applicable);

(f) Representation allowance;

(g) Education grant;

(h) Assignment grant;

(i) Travel on appointment and/or separation;

(j) Removal of household effects;

(k) Home leave travel;

(l) Rental subsidy;

(m) Termination indemnity;

(n) Commutation of accrued annual leave paid at separation;

(o) Family visit travel;

(p) Repatriation grant;

(q) Death benefits;

(r) Education grant travel.

The taxable portion of a partial or full distribution received from the United Nations Joint Staff Pension Fund (see paras. 91-94 below), along with any other taxable separation payments, will also be included in the statement. However, the taxable amount of the pension distribution is not considered as United Nations income eligible for tax reimbursement for those staff members who joined the Organization after 31 December 1979. United Nations daily subsistence allowance (DSA) and mission subsistence allowance (MSA) are not taxable earnings.

33. The total of all types of payments shown on the statement of taxable earnings is the amount that will be reported directly by the United Nations to the United States Internal Revenue Service and is the amount that should be reflected on the staff member's income tax returns. Every possible effort will be made to ensure that all taxable income items have been included in the statement of taxable earnings. However, even if some items have been omitted, it remains the responsibility of the staff member to include all taxable items on his or her tax return and to inform the Income Tax Unit and the finance office issuing the statement of taxable earnings of the amount and date received of any item omitted from the statement of taxable earnings.

34. United Nations emoluments are considered wages or earnings from employment and they must be reported as such on line 7 of IRS form 1040, "Wages, salaries, tips, etc.". United Nations earnings are not business income and should not be reported on IRS schedule C. Any claims for reimbursement using schedule C to report United Nations earnings subject to income taxes will be returned to the staff member for correction.

C. Social Security numbers or individual taxpayer identification numbers (ITINs)

35. The United States Internal Revenue Service, in connection with the operation of its automatic data-processing program, requires that taxpayers indicate their Social Security number or ITIN on their tax returns for use as a taxpayer account number. Under the Internal Revenue Code, a penalty may be imposed for failure to supply an account or identification number, unless the taxpayer can show that the failure was attributable to reasonable causes.

36. Staff members who are liable to pay United States federal income tax should obtain a Social Security number or an ITIN, even if they are not United States citizens or if their United Nations earnings are not otherwise subject to Social Security coverage. Staff members should file form SS-5 for a Social Security number or form W-7 for an ITIN. If a number has been applied for but not received by the due date for filing, the staff member should ask for an extension of time to file. A missing or incorrect Social Security number or ITIN may result in the tax authority applying stringent penalties. Therefore, staff members are urged to apply for and to provide the Internal Revenue Service with their Social Security number or ITIN.

D. Office to which settlement claims are to be submitted

37. All staff members (except those who are or were payrolled by UNRWA) requesting reimbursement of income taxes for the calendar year 2004 should submit their completed applications to the Income Tax Unit of the Accounts Division, room FF-300, United Nations Headquarters, 304 E 45 St., New York, NY 10017. UNRWA staff members should submit their applications for reimbursement to the UNRWA finance office.

E. Deadline for submission of settlement claims for 2004

38. All staff members serving in the United States should submit their completed applications for reimbursement as soon as possible but **not later than 1 March 2005**. As discussed in paragraphs 68 and 69 below, for staff members serving outside the United States on or after 1 February 2005, the deadline for submission of applications for reimbursement is **1 April 2005**.

39. A staff member serving in the United States who submits a claim for reimbursement of 2004 income taxes on or before 1 March 2005 may expect the claim to be reimbursed in advance of the 15 April 2005 filing deadline, provided the claim is complete and the Income Tax Unit finds no problems that may delay or prevent its timely processing. Similarly, a staff member serving outside the United States who submits a complete and processable (see paras. 5 and 6 above) claim for reimbursement of 2004 income taxes on or before 1 April 2005 may expect the claim to be reimbursed in advance of the 15 June 2005 overseas filing deadline with the two-month automatic extension. The lead time provided by the submission deadlines provides the Income Tax Unit the time required to process and pay all timely filed claims for reimbursement of income taxes in advance of filing deadlines. Staff members who submit their claims for reimbursement of 2004

income taxes after the United Nations submission deadlines are not assured that their claims will be reimbursed by their applicable income tax filing deadlines.

40. All staff members who received advances to pay estimated taxes for the tax year 2004 must submit a copy of their final tax returns for 2004, together with form F.65 (Request for Settlement of Income Taxes) and form F.243 to the Income Tax Unit. If a staff member does not submit these by 15 September 2005, any tax advance payments which have been made to him or her **may be recovered from his or her salary** starting the following month.

F. Incomplete or incorrect applications

41. The elements of a complete application for reimbursement of taxes are set out in paragraphs 5 and 6 above. An incomplete application will not be considered a valid request and will be returned to the applicant. In such cases, the date of submission will be deemed to be the date of receipt of the corrected, complete return. The United Nations will not accept responsibility for the consequences arising from any delays in processing attributable to incomplete claims.

42. In recent years, the use of computerized tax preparation packages has become widespread, and some of them include the electronic filing of tax returns with the tax authorities. The paper copies of tax returns generated from computer software can be accepted by the Income Tax Unit as the required copy of a staff member's return only if there is a fully printed description for each line number of the tax return comparable to the line descriptions on federal and state returns. Computerized tax return forms that contain only line numbers and amounts are **not** acceptable. Federal income tax returns must be prepared using IRS form 1040, and New York State resident returns must be prepared using New York State Department of Taxation and Finance form IT-201.

43. If the Income Tax Unit determines, in the course of processing a request for reimbursement, that an error has been made in a staff member's tax return(s), it will issue to the staff member a written notice of correction to be made to the tax return(s). Staff members should not, however, rely on the Income Tax Unit to detect errors. They remain fully responsible for filing correct returns with the tax authorities. Staff members who receive notices of correction are required to certify that they have made the necessary changes to their tax returns and have submitted the corrected returns to the tax authorities. They must return the notice of correction to the Income Tax Unit along with a copy of the corrected return(s) which they certify have been sent to the tax authorities. The United Nations will not be responsible for any delays in the issuance of tax reimbursements because of the requirement for returning the notice of correction with a copy of the corrected return(s) to the Income Tax Unit.

44. In instances when staff members have already filed their returns with the tax authorities before the receipt of a notice of correction from the Income Tax Unit they must submit appropriate **amended** returns to the tax authorities and submit a copy of the amended return(s) to the Income Tax Unit.

G. Issuance of final 2004 tax payment cheques

45. Final tax reimbursement payments will be issued before the 15 April 2005 deadline to all staff members who submit complete claims for reimbursement of 2004 income taxes by the deadline of 1 March 2005. Final tax reimbursement payments for all overseas staff members who submit complete claims for reimbursement of 2004 income taxes by the deadline of 1 April 2005 will be issued before the 15 June 2005 deadline. Staff members whose advances to pay estimated taxes for 2004 exceeded their entitlements to tax reimbursement for 2004 for both federal and state returns will receive no reimbursement payments. Staff members whose advances to pay estimated taxes for 2004 were less than their entitlement to tax reimbursement for 2004 will receive either one or two tax cheques for each return.

46. When two tax cheques are received for a particular tax return, one of the cheques will be a cheque made payable to the tax authority and the other cheque will be a cheque made payable to the staff member. The staff member must forward any cheques made payable to the tax authority to the appropriate tax authority. Cheques made payable to a tax authority must **never**, under any circumstances, be deposited into a personal account.

H. Overpayment of tax advances

47. If a staff member has received advances to pay estimated taxes for 2004 from the United Nations which exceed his or her entitlement to reimbursement for the United Nations share of the total tax liability for 2004, the amount of excess reimbursement for 2004 will normally be considered by the United Nations to be estimated tax payments for 2005. The total amount of new advance payments made for 2005 estimated taxes will be reduced accordingly. Such excess amounts are indicated on the transmittal statement accompanying 2004 reimbursement cheques and/or 2005 advance deposits. Any such excess payments for 2004 will be deducted from the first-quarter tax advance deposit for 2005 and, if necessary, from subsequent quarterly tax advance deposits.

48. In such cases, staff members should be aware that they may incur penalties and interest if the total amount of estimated tax payments for 2005 are significantly underpaid as a result of the reduction in the 2005 advance deposits made by the United Nations. Staff members will need either to designate on their 2004 tax returns a portion of any 2004 overpayment(s) as an estimated payment for 2005 and/or to make additional estimated tax payments for 2005 directly. Staff members paying self-employment taxes on United Nations earnings should pay particular attention to the effect of any United Nations overpayment of 2004 federal estimated taxes on payments credited to their 2005 federal taxpayer account.

49. In certain instances, United Nations advances received to pay estimated taxes for 2004 may have greatly exceeded the staff member's total taxes due and the staff member is eligible for an unusually large refund from the tax authority. Overpayments of 2004 estimated taxes in excess of twice the amount of 2004 income taxes due on United Nations earnings are considered to be unusually large refunds. In these instances, most or all of the potential refund is due to and payable to the United Nations, and this excess payment for 2004 by the United Nations

cannot be recovered in a reasonable time by the normal method of reducing the staff member's 2005 tax advances. In such circumstances, the staff member **must request a full refund** on his or her 2004 tax return, endorse the refund cheque to the United Nations when it is received and return it to the Income Tax Unit. The Income Tax Unit will then issue another cheque made payable to the staff member for whatever portion of the total 2004 refund was not due to the United Nations. Any such unusually large refunds from a tax authority, which are attributable to a significant overpayment of tax advances by the United Nations and which are not returned to the Income Tax Unit within 90 days of the required filing date of the tax return, will be subject to immediate recovery from salary or final separation payments. A staff member who is uncertain whether a large refund from a tax authority must be treated in this fashion should consult with the Income Tax Unit.

I. Timely filing of tax returns

50. **Whether or not United Nations final reimbursement cheques or payment advices are received by the filing deadline of 15 April 2005, staff members must file their returns on time with the appropriate tax authorities unless they have filed a request for an extension to file.** Staff members serving outside the United States have an automatic two-month extension and must file their federal income tax returns by 15 June 2005 or apply for an extension. This will avoid the substantial penalties for failure to file the tax return within the time prescribed by law. If the tax return is filed without full payment, the IRS and other tax authorities will levy a charge for the failure to pay the tax or portion thereof when due. Staff members may wish to refer to IRS notice 433 for further information about notice, penalties and interest. In this connection, the staff member is responsible for his or her share of the tax due and any interest and penalty related thereto. If, despite full compliance by the staff member with the procedures set out in the present information circular, the United Nations payments were not received in a timely fashion, a claim for reimbursement of any late payment interest and penalties levied will be considered in accordance with the provisions of paragraph 22 above. The United Nations will not, however, pay any late filing penalties under any circumstances.

III. Advances for estimated federal, New York, Washington, D.C., Virginia or Maryland and New York City or Yonkers income taxes for calendar year 2005

51. A staff member who will be liable to pay federal, state or municipal income taxes for 2005 is required to file, by 15 April 2005, a declaration of estimated tax on his or her estimated 2005 income, including salary and emoluments to be received from the United Nations. Instructions regarding the filing of the declaration of estimated income tax, showing how and when payments are to be made, can be found on IRS tax form 1040-ES, New York tax form IT-2105, New Jersey tax form NJ-1040ES, and Connecticut form CT-1040ES.

52. Staff members should be aware that, in order to avoid the penalty for underpayment of estimated taxes for 2005, in most circumstances they will be required to pay in equal quarterly instalments as estimates of their 2005 federal tax the lesser of: (a) 100 per cent of their actual 2004 tax liability (including the self-

employment tax); or (b) 90 per cent of their estimated 2005 tax liability (including the self-employment tax).

53. **It is the responsibility of staff members to include on their estimated tax forms, estimates of additional taxable income from sources other than the United Nations and to pay the estimated tax due thereon, including their share of self-employment tax (Social Security contributions).**

54. The United Nations assists staff members in meeting their estimated tax obligations on United Nations income by issuing quarterly tax advances to staff members on request and under the conditions prescribed below:

(a) A request for the issuance of advances to pay 2005 estimated income taxes is made by completing the appropriate section of form F.65, normally completed at the same time as the request for the 2004 final tax reimbursements;

(b) No advances will be issued to pay 2005 estimated income taxes to any staff member who has received advances to pay 2004 estimated income taxes but whose 2004 tax reimbursement has not been settled;

(c) No advances will be issued to staff members who are working under an initial appointment contract with the United Nations which is less than six months. The United Nations will be prepared to reimburse any penalty incurred by staff members related to underpayment of estimated taxes on such United Nations income;

(d) Staff members who have separated from the United Nations will receive no additional advances. In some instances, retiring staff members who joined the Organization before 1 January 1980 will receive taxable lump-sum pension payments or other taxable distributions that will require additional estimated payments to be made to tax authorities. The United Nations will not issue tax advances for these distributions but will be prepared to reimburse any penalty incurred by the staff members related to the reimbursable portion of the United Nations payments;

(e) Advances may be reduced or eliminated for staff members on mission or assignment outside the United States who are likely to qualify for the foreign earned income exclusion discussed in paragraphs 70 to 76 below. The United Nations will reimburse any resulting penalty incurred by the staff members related to underpayment of estimated taxes on United Nations income that resulted from such reduction or elimination of tax advances by the United Nations;

(f) The amounts of the estimated tax advances issued by the United Nations will be determined by the Income Tax Unit. They will normally be based either on earnings received from the United Nations in 2005 or on the amount of taxes paid on United Nations income for the full year 2004 plus the United Nations portion of the Social Security (self-employment) taxes expected to be paid for 2005, if any;

(g) All tax advances issued during 2005 will be applied against the amount calculated as reimbursable by the United Nations for the year 2005.

55. Estimated taxes are payable to the tax authorities in four quarterly instalments due on 15 April 2005, 15 June 2005, 15 September 2005 and 17 January 2006. Advances for the first quarterly instalment of the 2005 taxes will be issued before

the 15 April 2005 due date, and those for subsequent quarterly payments will be issued before the above-mentioned due dates.

56. Federal and New York State tax advances are deposited directly with IRS and New York State for credit to the staff member's individual accounts as estimated tax payments. In exceptional cases, where electronic payments are not possible, tax advance cheques payable to the tax authorities may be issued.

57. Any advances for Washington, D.C., Virginia or Maryland state/city estimated taxes will be made by cheques made payable to the staff member. The staff member should either endorse the cheque and send it promptly with the proper form to the appropriate state/local tax authority or deposit the cheque in his/her personal account and issue a cheque to pay for the estimated tax, whichever is appropriate. The United Nations does not issue advances for estimated taxes for states other than New York, Washington, D.C., Virginia and Maryland, but will reimburse any penalties and related interest that may be levied by other state tax authorities as a consequence of late payments or underpayment of estimated taxes.

58. Staff members payrolled at Headquarters whose tax advance payments for estimated federal and New York State taxes in 2004 were made by direct deposit to the IRS and New York State will be notified of the amount of the direct deposit on the 2004 statement of taxable earnings.

59. Staff members whose tax advance payments for the United Nations share of their estimated federal taxes are made by direct deposit with the IRS will, in many cases, still have to make additional estimated tax payments directly to the IRS each quarter, using IRS form 1040-ES payment vouchers. Staff members who are United States citizens are required to pay Social Security contributions on their United Nations earnings. They will therefore need to make estimated federal tax payments for their own share of Social Security (self-employment) taxes due and may be penalized for underpayment of estimated taxes if they do not. All staff members with taxable income from sources other than the United Nations may need to make additional estimated federal tax payments each quarter as well.

IV. Social Security contributions (self-employment taxes)

60. It is mandatory that all United States citizens report any self-employment income and pay the appropriate self-employment tax. United States citizens (but not resident aliens ("green card" holders) who have signed the waiver) who are serving in the United States have Social Security coverage while employed by the United Nations. United States citizens serving abroad do not, except as indicated in paragraphs 87 and 88 below, have Social Security coverage; they are not subject to self-employment tax, nor can they obtain Social Security coverage by voluntary payments.

61. United States citizens working for the United Nations and serving in the United States are taxed on United Nations earnings for Social Security contribution purposes **as if they were self-employed**. Their Social Security contribution on the gross amount of United Nations taxable income for 2004 must be calculated using IRS schedule SE (self-employment tax). This does not imply, however, that United Nations emoluments should be reported on IRS schedule C (see para. 34 above).

62. The General Assembly has approved payment of the difference between the total amount of self-employment (Social Security) tax United States citizens are required to pay as United Nations staff and the amount they would have to pay themselves as employees of a taxable employer in the United States. On this basis, the United Nations will normally reimburse one half of the self-employment tax due on the United Nations taxable earnings as calculated on IRS schedule SE.

63. United States citizens employed by the United Nations in the United States must complete schedule SE to report their self-employment tax on their United Nations income. The self-employment tax is claimed as an adjustment to income on the staff member's federal return and on some state returns. The amount of the adjustment to income is one half of the total self-employment tax reported on schedule SE. This adjustment to income must be reported on line 30 of IRS form 1040 and, if applicable, on line 17 of New York State form IT-201 or IT-203.

64. An individual's total estimated tax is defined as the sum of his or her estimated income tax and estimated self-employment tax. This means that a United States citizen employed by the United Nations in the United States is required to pay his or her self-employment tax on a quarterly basis. The payment of any balance of the self-employment tax in respect of the year 2004 will be due on or before 15 April 2005, together with the federal income tax return.

65. Completing form F.65 and attaching a completed copy of IRS schedule SE with the submitted tax return is required in order to apply for reimbursement of the United Nations portion of Social Security contributions (self-employment tax) owed. The amount due from the United Nations in respect of Social Security contributions (self-employment tax) is automatically included in the quarterly advances issued by the United Nations for payment of estimated United States federal income tax. The amount of self-employment tax included in the quarterly advances will be specifically indicated on the transmittal statement. Quarterly payments by staff members for their own share of self-employment taxes should normally equal the amounts paid by the United Nations. Normally advances of estimated taxes for the current tax year, including the United Nations share of Social Security contributions, are based on the amount of the final reimbursement paid for the immediately preceding tax year. United States citizens who joined the United Nations during the immediately preceding tax year or served outside the United States must inform the Income Tax Unit, New York, so that any adjustments to the Organization's share of Social Security contributions can be made in respect of the current tax year.

V. Special provisions and procedures applicable to staff members assigned to a United Nations office outside the United States during 2003 or 2004 or 2005

A. General comments

66. The United States tax regulations for taxpayers who are or have been outside the United States recently for long periods of time are complicated; United Nations tax reimbursement procedures necessarily reflect that complexity. Staff members with questions about these procedures, particularly those currently stationed outside

the United States, should not hesitate to seek assistance from their professional tax preparers and if necessary from the Income Tax Unit (see front page for contact information).

67. Staff members who are stationed outside the United States on or after 1 February 2005 are expected to meet the deadlines and requirements discussed in the following paragraphs. To the maximum extent possible, the deadlines and other requirements have been designed to allow such staff members additional time to comply with them. Staff members who are unable for any reason to comply with the filing deadlines or other requirements should file extension requests with the relevant tax authorities and must notify the Income Tax Unit promptly and provide a written explanation of the circumstances.

B. Filing deadlines

68. In the case of United States citizens or residents who, on 15 April 2005, are living outside the United States and whose post of duty is outside the United States, the IRS grants such taxpayers an automatic two-month extension to 15 June 2005 for the filing of income tax returns for 2004. This extension to file is granted automatically, but a written statement certifying that the staff member is outside the United States must be attached to the return. Interest and late-payment penalties are charged on any tax payments owed and received after 15 April 2005. Please note that state tax authorities do not normally grant an automatic extension of time to file for overseas taxpayers. Staff members applying for an extension to file 2004 federal income tax returns must apply separately for extensions to file any required state returns.

69. The United Nations takes this automatic filing extension into consideration by granting those staff members serving outside the United States on or after 1 February 2005 an additional month to submit their request for settlement. These staff members should submit a claim for tax reimbursement as soon as possible, but **not later than 1 April 2005**. The United Nations will pay any late payment and/or underpayment interest and penalties that may have accrued as a result of this extension either to the date of payment of any unpaid taxes on United Nations income or to 15 June **2005**, whichever is earlier. The United Nations will not pay any late filing penalties under any circumstances.

C. Foreign earned income and housing cost exclusions

70. In certain circumstances, the federal government and many states allow some or all income earned outside the United States to be excluded from total income before it is taxed. A staff member meeting either the **physical presence test** or the **bona fide residence test** as follows **must** elect to exclude in one or more taxable years foreign earned income attributable to the period of residence outside the United States:

(a) To qualify for this foreign earned income exclusion under the **physical presence test**, a staff member must be physically outside the United States for at least 330 full days during any period of 365 consecutive days. A full day is defined as the 24-hour period that starts at midnight. The 330 full days may be interrupted by periods in the United States.

(b) In order to qualify for this foreign earned income exclusion under the **bona fide residence test**, the staff member must be either a United States citizen or a United States resident alien who is a national of a country with which the United States has an income tax treaty in effect, and be a **bona fide** resident of a foreign country, or countries, for an uninterrupted period that includes a complete tax year, 1 January through 31 December. The determination whether a staff member is a **bona fide** resident of a foreign country involves his or her intention with regard to the length and nature of the stay. Generally, if a staff member goes to a foreign country for a definite, temporary purpose and returns to the United States after it is accomplished, he or she is **not** a **bona fide** resident of that country. If accomplishing the purpose requires an extended, indefinite stay, and a staff member makes his or her home in the foreign country, he or she may qualify as a **bona fide** resident.

71. Most staff members on mission who qualify for the foreign earned income exclusion do so under the **physical presence test** because they have been on assignment for the United Nations outside the United States for 330 days during any consecutive 365-day period. Some staff members who have not yet been outside the United States long enough by early 2005 to qualify for the exclusion are likely to qualify later in 2005 when their assignment has carried on for a year or so. The specific 365-day consecutive period during which a staff member is outside the United States for at least 330 full days is the **qualifying period** for the foreign earned income exclusion. Very often the **qualifying period** will cut across two calendar years and will therefore affect the staff member's tax returns for both years.

72. Staff members who have completed an assignment of more than 330 days outside the United States or who are likely to do so by the end of 2005 should contact their tax preparers and, if necessary, the Income Tax Unit to find out whether they qualify or will qualify to claim the foreign earned income exclusion. Staff members who have been on mission or assignment outside the United States during 2003, 2004 or 2005 must complete form F.65/A as a supplement to form F.65 in order to help the Income Tax Unit to determine whether or not the staff members have qualified or are likely to qualify for the exclusion.

73. The maximum amount of foreign income which can be excluded is $80,000 per person for tax year 2004. In most cases the amount of the maximum foreign earned income exclusion for a particular tax year is reduced in proportion to the number of days in a staff member's **qualifying period** that fall outside that tax year.

74. Some staff members who qualify for the foreign earned income exclusion will also qualify for excluding and/or deducting an additional amount based upon foreign housing costs. Staff members who are eligible (see IRS form 2555 instructions for further details) must take the full housing cost exclusions and/or deductions permissible. These housing expenses include rent, utilities (other than telephone charges), real and personal property insurance, non-refundable fees paid to obtain a lease, rental of furniture and accessories, residential parking and household repairs.

75. If a staff member qualifies for federal income tax purposes for the foreign earned income exclusion for United Nations income earned outside the United States, such income can and must also be excluded from New York State, Connecticut, New York City and Yonkers income, if applicable. There is no foreign earned income exclusion allowed, however, as a reduction to New Jersey or Pennsylvania income.

76. In calculating a staff member's tax reimbursement with respect to United Nations income, any foreign earned income exclusion available and any housing costs exclusion will be applied against the staff member's United Nations earnings to the extent that these deductions resulted from the period of his or her service with the Organization.

D. Filing procedures for staff members who have qualified for or are likely to qualify for the foreign earned income exclusion for 2004

77. Staff members who by 15 April 2005 already qualify for the foreign earned income exclusion for all or part of 2004 because the end of their **qualifying period** has already been reached must claim the exclusion for 2004 by completing IRS form 2555, "Foreign earned income", and including it with their completed federal tax return. All federal tax returns which include IRS form 2555 (including amended returns) must be sent to the Internal Revenue Service Center, Philadelphia, PA 19255, no matter what IRS filing centre is normally used.

78. Staff members on mission or assignment outside the United States since 2004 who have not yet qualified for the foreign earned income exclusion but who think it is likely that they will be outside the United States for 330 days during a **qualifying period** that will end between 15 April and 30 September 2005 **must** take advantage of the IRS provision that allows them to postpone filing their 2004 tax returns until such time as they expect to qualify for the foreign earned income exclusion for some portion of 2004.

79. Staff members postponing their tax filing for 2004 for the above-mentioned reason who anticipate that they will not qualify for the foreign earned income exclusion by 15 June 2005 (the extended filing date automatically granted by the IRS to taxpayers physically out of the United States on 15 April) should file IRS form 4868, "Application for extension of time to file U.S. individual income tax return". This form should be sent to the Internal Revenue Service Center, Philadelphia, PA 19255 no later than 15 April 2005. Staff members must also notify the Income Tax Unit that they have postponed filing with the IRS and accordingly will not be able to meet the Income Tax Unit's 1 April 2005 deadline for submission of settlement claims for 2004 and will, thereby, be exempt from the provisions of paragraph 40 of the present information circular.

80. Staff members who qualified for the foreign earned income exclusion for 2004 may in some cases have received tax advances for 2004 substantially in excess of the United Nations share of their total tax liabilities. Staff members in this situation should refer to paragraphs 47 to 49 above on overpayment of tax advances.

E. Requirements for amended tax returns in certain circumstances

81. Staff members on mission or assignment outside the United States in 2004 who have not yet qualified for the foreign earned income exclusion for 2004 and who do not expect to qualify by 30 September 2005 must submit their settlement claim for 2004 to the Income Tax Unit by the regular deadline of 1 April 2005 and file their 2004 returns on time with the tax authorities. Should they subsequently qualify for the foreign earned income exclusion with a **qualifying period** that includes any

portion of 2004, an **amended return** or returns for 2004 must be filed with the tax authorities within 90 days of the end of the **qualifying period**.

82. Similarly, staff members who were on a mission or an assignment outside the United States which qualified them for the foreign earned income exclusion with a **qualifying period** that included part or all of **2003 or any prior tax year** and who have not already claimed the exclusion on that year's income tax return(s) must file an **amended return** or returns with the applicable tax authorities within 90 days of the end of the qualifying period.

83. A copy of any amended return(s) to claim the foreign earned income exclusion must be submitted to the Income Tax Unit at the time of the filing with the tax authorities. Since the foreign earned income exclusion on returns amended for this reason relates to United Nations income for which the United Nations has already provided tax reimbursement, most or all of the refund received will be due to the United Nations. Upon receipt of the refund cheque, staff members must within 30 days bring or send it to the Income Tax Unit for settlement of the balance due to the United Nations.

84. If the Income Tax Unit determines that a staff member has qualified for the foreign earned income exclusion for a past year which would require the staff member to file an amended return for that year, a notification will be sent to the staff member informing him or her of the need to file the amended return(s). If, after 90 days following the date of the notification, the staff member has not submitted a copy of the properly amended return as filed with the tax authorities, the amount of tax reimbursement made by the United Nations for that year may be **recovered from the staff member's salary** starting the next month.

F. Tax advances for staff members on mission or assignment outside the United States

85. Tax advances for 2005 for staff members who have qualified or are likely to qualify for the foreign earned income exclusion in 2005 will be issued solely on the basis of any estimated United Nations income in excess of the expected exclusion. If for any reason the staff member does not later qualify for the exclusion, the United Nations will, in addition to reimbursing the tax actually due, pay any penalties due as a result of the underpayment of the United Nations share of estimated taxes due.

86. Staff members who are newly assigned in 2005 to missions or offices outside the United States for a period of six months or longer must notify the Income Tax Unit of their assignment prior to their departure. No further tax advances will be issued to staff members who begin an assignment of six months or longer outside the United States prior to 16 August 2005 if the advances paid already exceeded the updated estimated tax liability. Staff members who return from assignment outside the United States in 2004 or 2005 should notify the Income Tax Unit in order to determine if the issuance of quarterly estimated tax payments needs to be reinstated or the amount increased.

G. Special provisions governing Social Security

87. United States citizens serving abroad (whether or not they qualify for the foreign earned income exclusion) do not have Social Security coverage and generally pay no self-employment taxes. However, to the extent that they spend time on official duty in the United States, their earnings for each such period are subject to the self-employment tax, which will be partially reimbursed by the United Nations in accordance with paragraphs 61 to 64 above.

88. The earnings subject to self-employment tax for each such period should be calculated by multiplying the number of working days spent in the United States (including the days of arrival and departure) by the daily rate of remuneration (calculated as a fraction of the then prevailing monthly rate), consisting of gross base salary, post adjustment and any salary allowances paid during the applicable period. The minimum amount of income that must be reported for self-employment/ Social Security purposes in any year is $400.

VI. Special provisions relating to staff members who have already separated from the United Nations or who are expected to separate from the United Nations in 2005

89. When a staff member leaves the Organization for any reason, he or she is still required to follow the procedures for requesting tax reimbursement for the last year in which he or she received compensation from the United Nations. Staff members who separated or received final payment during 2004 are required to file the application forms with copies of their 2004 returns by the normal 2005 deadlines.

90. Staff members payrolled outside Headquarters must inform the Income Tax Unit in New York of the date of their separation from the Organization in advance.

91. When a staff member who has received tax advances leaves the Organization before the end of a year, the Income Tax Unit estimates the amount of reimbursement for taxes owed to the staff member for the partial year worked and compares it to the amount of advances already received. If the amount of the advances already received exceeds the estimated reimbursements owed, the difference is subtracted from the staff member's final payment. Staff members who plan to leave the Organization and who wish to avoid such a deduction from their final payment should consult the Income Tax Unit as soon as possible to reduce the amount of the tax advances they would otherwise receive.

92. United Nations Joint Staff Pension Fund payments to retired or separated staff members may include full or partial lump-sum distributions, which include the staff member's own contributions to the Pension Fund, and may include the Organization's contributions and the interest earned. The Organization's contributions and the interest earned are taxable income to the staff member when received by the staff member.

93. The taxes on these Pension Fund payments may or may not be reimbursed by the United Nations, depending on the staff member's period of service. Retired staff members who joined the Organization prior to 1 January 1980 are entitled to reimbursement for income taxes paid on partial or full lump-sum pension payments and withdrawal settlements received. Taxes that may be due on periodic pension

payments are not reimbursable. Staff members who receive lump-sum payments should make sure to include the taxable amount as part of the taxable income on their returns in the year the lump-sum payment is received. The United Nations will not reimburse any future taxes payable on such distributions if the income tax liability for these amounts is deferred to future years because the staff member has "rolled over" the payments into another qualifying pension plan or an individual retirement account (IRA). Staff members should not use IRS form 4972 to calculate the amount of tax on a partial lump-sum pension payment. Any claim for reimbursement of income taxes where the tax on a partial lump-sum payment is calculated on IRS form 4972 will be returned to the staff member for correction.

94. The General Assembly, in its resolution 34/165 of 17 December 1979, decided that staff members who joined the United Nations after 31 December 1979 would not be entitled to reimbursement for income taxes paid on partial or full lump-sum payments and withdrawal settlements received. Such staff members, who do not qualify for reimbursement, may wish to "roll over" lump-sum pension payments within 60 days of receipt into another qualifying pension fund or into an IRA so that taxes on the payments are deferred until distributions are received in later years.

95. Separated staff members who are members of the Pension Fund receive a letter from the secretariat of the Pension Fund which provides the details of their contributions and United Nations payments. Staff members must submit a copy of this letter to the Income Tax Unit at Headquarters and to the finance office issuing their statement of taxable earnings by 31 December, so that the taxable portion of their distributions can be determined and incorporated into their statement of taxable earnings. Staff members who have become permanent residents of the United States after having joined the United Nations must also provide a copy of the Personnel Action form (PA) showing the date they signed the "Waiver of rights, privileges, exemptions and immunities". It is the personal responsibility of separating staff members to inform the appropriate offices of any pension-related information that may be relevant to the preparation of their statements of taxable earnings. Partial or full lump-sum payments and withdrawal settlements pertaining to the period of service prior to signing the waiver are not taxable and will not be included in the taxable portion of pension lump-sum payments. If the statement of taxable earnings does not include the taxable portion of any lump-sum payment or withdrawal settlement received, a staff member is nonetheless required to include the correct amount in his or her taxable income reported to the tax authorities. Requests for reimbursement for taxes will not be processed for separated staff members if the Income Tax Unit has not previously received a copy of the separation benefits letter from the secretariat of the Pension Fund.

96. Staff members who have separated from the United Nations will receive no further tax advances. Taxable lump-sum payments or withdrawal settlements will often require additional estimated tax payments to be made to avoid penalties. The United Nations will not issue additional advances for such separation distributions but will be prepared to reimburse any late payment and/or underpayment penalty and interest incurred by staff members related to the reimbursable portion of the United Nations payments.

United Nations Nations Unies

Request for 2004 income tax settlement and 2005 income tax advances

Part 1. Personal data (please print)

Staff member	Spouse
	(Fill this part if spouse's UN emoluments are subject to US income taxes)
Index No.:	Index No.:
Last name:	Last name:
First name:	First name:
Social Security No.:	Social Security No.:
Organization: ☐ UNHQ ☐ UNDP ☐ UNICEF ☐ Other:	Organization: ☐ UNHQ ☐ UNDP ☐ UNICEF ☐ Other:
Visa status since 1 January 2004: ☐ US citizen ☐ US permanent resident (PR) and have signed the waiver*	**Visa status since 1 January 2004:** ☐ US citizen ☐ US permanent resident (PR) and have signed the waiver*
Changed to: ☐ US citizen ☐ US PR ☐ G4 on __/__/2004	Changed to: ☐ US citizen ☐ US PR ☐ G4 on __/__/2004
Current duty status: ☐ Active ☐ Separated on __/__/__ ☐ Other	**Current duty status:** ☐ Active ☐ Separated on __/__/__ ☐ Other
Office: Rm No. Tel.	Office: Rm No. Tel.
Home / Cell. Tel:	Home / Cell. Tel:
UN e-mail:	UN e-mail:
Personal e-mail**:	Personal e-mail**:
Mailing address:	Mailing address: (If different from spouse)
☐ I am currently on peacekeeping mission and I choose to have the cheques sent to the address above	☐ I am currently on peacekeeping mission and I choose to have the cheques sent to the address above
☐ I have been assigned to an overseas duty station during 2003, 2004 and 2005. I have completed and included form F.65/A	☐ I have been assigned to an overseas duty station during 2003, 2004 and 2005. I have completed and included form F.65/A

* Form I-508, "Waiver of Rights, Privileges, Exemptions and Immunities".

** To be used to contact staff member after separation.

Part 2. Tax advances data (complete ONLY if you are requesting 2005 estimated tax advances)

I am requesting estimated tax advances for ☐ Federal ☐ Self-Employment ☐ State ☐ NY City ☐ Yonkers

Total number of federal exemptions on form 1040: _____ Expected non-UN earnings in 2005: $ _____

I expect to use ☐ Standard deduction ☐ Itemized deduction $ _____ on my federal and _____ on state tax returns.

☐ I have/plan to move in/out of NY City/Yonkers from _____ to _____ on the following date: _____

☐ I plan to separate / retire on: __/__/ 2005.

(over)

F.65 (1-05)

Part 3. Declaration

For Staff member(s) requesting 2005 income tax advances and/or 2004 income tax settlement

1. I certify that any cheques made payable to a tax authority received from the United Nations in response to my requests for tax advances or reimbursements will be transmitted promptly to the tax authorities named on the cheques solely to meet my income tax obligations and will never be deposited into a personal account.
2. I certify that I will provide the United Nations, upon request, with acceptable proof of taxes paid or other documents or information as may be required to verify my tax liabilities.
3. I certify that I will refund to the United Nations any overpayment of tax reimbursements or advances, together with any interest received as a result of any such overpayment made by the United Nations.
4. I authorize the United Nations to make estimated tax advance deposits on my behalf to the federal tax authorities through the Electronic Federal Tax Payment System (EFTPS) and to the state/local tax authorities.

For Staff member(s) requesting 2004 income tax settlement only

5. I certify that any settlements which I have received from the United Nations for the purpose of meeting income tax liabilities of previous years have been paid by me to the appropriate tax authorities and that no part of such money has been refunded to me by the income tax authorities which I have not refunded to the United Nations.
6. I certify that the signed copies of my income tax returns for 2004, which are attached, are **true, correct and complete copies** of final returns, that they are the identical copies of the returns filed with the tax authorities, that they correctly reflect my tax liabilities for 2004 and that they are the basis on which settlement for 2004 taxes are requested. If my request for settlement includes tax returns from states other than New York, New Jersey, Connecticut, the District of Columbia, Virginia or Maryland, or for municipal authorities other than New York City or Yonkers, I have attached to this application the tax rates and relevant instructions issued by the tax authorities.
7. (For United States citizens stationed in the United States only) I certify that, as a United States citizen, I am subject to United States self-employment tax on my United Nations earnings and that I am entitled to the difference between the amount of the Social Security tax I am required to pay as a United Nations staff member and the amount I would have to pay as an employee of a taxable employer. I have reported my self-employment tax on my United States income tax form 1040, and I have attached to my return a copy of schedule SE.
8. I certify that I have minimized my income tax for 2004 by utilizing all adjustments to income, deductions and exemptions to which I am entitled, including the itemizing of deductions if they exceed the standard deduction allowable.
9. If I have received a United Nations dependency allowance for relative(s) residing in the United States, I certify that I have claimed these relative(s) as dependant(s) on my income tax returns or I have provided acceptable explanation as to why not.
10. I certify that I will notify the United Nations within 30 days if for any reason it is necessary for me to file an income tax return which is different from the returns I have herewith submitted and will furnish a copy of the new return to the United Nations.
11. I certify that I will notify the United Nations within 30 days of any amended returns subsequently filed or any change in my tax liability which might require adjustment of the tax payments received in any year.
12. I have completed in full, signed, dated currently, and attached an **original** of form F.243 (1-05).

All information contained herein certified true and correct:

Staff member's signature	**Spouse's signature** (Sign only if receiving United Nations emoluments which are subject to United States income tax)
Date: _____	**Date:** _____

Send to: United Nations, Income Tax Unit, Rm FF-0300, 304 East 45th St., New York, NY 10017, United States of America, with required documents.

F.65 (1-05)

United Nations Nations Unies

Request for settlement of income taxes (supplementary information to form F.65)

To be completed by each staff member on mission or assignment outside the United States during 2005, 2004 and/or 2003

Index No.: | | | | | | |

Last name: _____

First name: _____

Staff members who have been on mission or assignment outside the United States for a substantial period may qualify for foreign earned income exclusion for the federal and some state income taxation. The maximum exclusion for 2004 is $80,000.00 per person. Detailed information about the exclusion of foreign earned income can be found in the **information circular** from the Controller on **payment of income taxes** and the instructions for IRS form 2555, which must be completed and attached to the tax returns of staff members who qualify for the exclusion.

It is necessary to complete this form in order to help the Income Tax Unit to determine whether or not you have already qualified or are likely to qualify for the foreign earned income exclusion for tax years 2003 and/or 2004. The data for 2004 are also essential for United States citizens who, while on assignment outside the United States, are subject to self-employment taxes to the extent that they spend time in the United States on official duty. Please use digits to represent the month and follow the international dating convention of **day/month/year** when completing this form.

☐ I am currently outside the United States on mission or assignment.
My most likely return date to an assignment in the United States is: ___ ___ ___ (Day Month Year)

☐ I have indicated below each different period from 1 January 2003 to the present during which I was outside the United States, and if necessary, I have attached an additional copy of this form for more entries.

Date(s) departed from US (Day Month Year)	Date(s) returned to US (Day Month Year)	Number of full-days overseas

Certified true and correct:

Date: ___ ___ ___ (Day Month Year) Signature: _____

F.65/A (1-05)

Consent for the Internal Revenue Service to disclose tax return information to the United Nations

Information contained in United States federal income tax returns is confidential and, except as authorized by the Internal Revenue Code, may not be disclosed to any person. Taxpayers may authorize the Internal Revenue Service to release this confidential tax return information to persons otherwise not entitled to receive such information.

The purpose of this consent is to authorize the Internal Revenue Service to disclose certain confidential tax information to the United Nations to assist the United Nations in verifying the United States income taxes you paid on your earnings from the United Nations. The United Nations will use this information in connection with its programme of reimbursing income taxes paid on United Nations emoluments, pursuant to staff regulation 3.3(f). The Internal Revenue Service has no involvement in such verification aside from processing any consents received from taxpayers and disclosing information in accordance with the terms of such consents. The United Nations will pay the fees incurred in processing the present consent.

You may revoke the present consent by writing to the Internal Revenue Service at:

RAIVS Team
310 Lowell St.
Stop 679
Andover, MA 01810

The Internal Revenue Service will honour no consent if a written revocation is processed at the designated address prior to a disclosure being made.

Consent by staff member

I, _____ hereby authorize
NAME OF STAFF MEMBER

the Internal Revenue Service to disclose to the United Nations tax information including a transcript of my federal income tax account(s) for 2004, 2003, 2002 and 2001. The return(s) was/were filed under the name(s) of
(Cross out only those year(s) during which you were NOT a United Nations staff member.)

_____
NAME(S) UNDER WHICH 2004 IRS FORM 1040 FILED

at: _____
ADDRESS AS ON 2004 IRS FORM 1040 FILED

showing my Social Security number _____ and that of my spouse _____
IF APPLICABLE

If I revoke this consent, I authorize the Internal Revenue Service to disclose a copy of my revocation, or the fact that I have revoked, to the United Nations.

I request the Internal Revenue Service to transmit the above information to:

United Nations
Income Tax Unit (FF-0300)
304 East 45 St
New York, N.Y. 10017

Signature:* _____ **Date:** _____
month/day/year
(numerical, e.g. 02/15/2005)

*Even if the tax return is a joint one, only the staff member concerned need sign this form.

Important instructions: Please fill out the form above by printing your name, the name(s) under which your return was filed, your current address and Social Security number(s) in the appropriate blanks. If you were not a staff member of the United Nations during any of the four years listed on the third line, you may cross out that/those year(s), but make no other changes or notations on the form. If you file joint returns, you must fill in your spouse's Social Security number. Complete this form in pen. Do not use pencil. Sign and date the form at the bottom, making sure that you follow the format shown, that is, **"month/day/year". You must return this form with an original signature and date. Copies of this form are not acceptable.**

F.243 (1-05)

United Nations Nations Unies

Request for settlement of 2004 income taxes

Checklist

(Do not include with your submission)

This checklist is intended to assist staff members who are submitting claims for reimbursement of 2004 income taxes to ensure that they have submitted complete and correct claims in a timely manner. To facilitate logging and processing of 2004 claims for reimbursement of income taxes, the Income Tax Unit, New York, asks that the documents submitted with your claim for reimbursement of 2004 income taxes be ordered as follows:

- ☐ F.243
- ☐ F.65
- ☐ F.65/A (if serving outside the United States)
- ☐ Federal income tax return
- ☐ New York state income tax return
- ☐ Other state income tax return(s)

Submission dates

1. ☐ My duty station is in the United States, my UN submission deadline is **1 March 2005** and my IRS filing deadline for my 2004 income tax return is **15 April 2005**.

2. ☐ My duty station is outside the United States, my UN submission deadline is **1 April 2005** and my IRS filing deadline for my 2004 income tax return is **15 June 2005**.

Form F.243

3. ☐ I have included United Nations form F.243 with my claim for reimbursement of 2004 income taxes.

4. ☐ If I file a joint return with my spouse, form F.243 includes the name and Social Security number of my spouse.

5. ☐ I have crossed out **only those tax years** during which I was **not** a United Nations staff member.

6. ☐ Form F.243 includes my address as on my 2004 IRS form 1040 filed.

7. ☐ I have dated form F.243 according to the **American** dating convention of **month/day/year** in numerical format.

8. ☐ I have not altered the signature/date of form F.243 with correction fluid or by crossing out or otherwise altering the signature/date on the form.

Forms F.65 and F.65/A

9. ☐ I have completed all mandatory fields including my index number, my Social Security number, my name, and my spouse's name, Social Security number and index number (if applicable).

10. ☐ I have indicated the date my citizenship or residency status in the United States changed in 2004.

Income tax returns

11. ☐ I have included signed, complete copies of my **2004** federal and **all applicable state** income tax returns.

12. ☐ I must file my 2004 income tax returns by the IRS filing deadline applicable to me or, in the alternative, I must apply for an extension of time to file before my IRS filing deadline. I understand that the United Nations will not file my tax returns on my behalf.

F.247 (1-05)

Annex

The most frequently asked questions on income taxes in the United Nations

The answers to the following most frequently asked questions are explained in detail in the tax information circular (ST/IC/2005/6). Please read it and be sure that anybody who assists you in the preparation of your tax returns reads it also. In the answers to the questions below, reference is made to some specific paragraphs of the information circular on payment of 2004 income taxes. Please note that this is not an exhaustive list, and therefore should not be used in lieu of the information circular.

1. What is the main purpose of the United Nations tax reimbursement system?

The United States does not exempt the United Nations earnings of its taxpayers from taxes. In the interest of equity, the General Assembly established a system to reimburse income taxes to those United Nations staff members who are required to pay taxes in respect of salaries or other emoluments they receive from the United Nations. The purpose of the reimbursement system is to place United Nations staff members subject to taxation in the position they would have been if their official emoluments were not taxed. Hence, it is intended neither to provide a benefit, nor to place the staff member at a disadvantage, in relation to other United Nations staff members who are not required to pay taxes to a Member State on their United Nations emoluments (ST/IC/2005/6, paras. 3-4).

2. What is staff assessment and how is it related to income taxes?

Staff assessment is **not** a withholding tax. It is an amount deducted from all United Nations staff members' gross pay according to the United Nations Staff Regulations and Rules, regardless of their nationality. This amount is credited to the Tax Equalization Fund. Those Member States that do not impose income tax on the United Nations earnings receive a portion of the Tax Equalization Fund as an offset against their assessments for the United Nations regular budget, peacekeeping and tribunal budgets. When staff members have to pay national income taxes on their United Nations earnings, they are reimbursed from the Tax Equalization Fund irrespective of the total amount of staff assessment deducted from their salaries. Staff assessment **cannot** be claimed as a deduction on United States income tax returns. As staff assessment is not a withholding tax, it cannot be reimbursed to staff members under any circumstances.

3. Who is subject to United States income taxation on United Nations earnings?

United States citizens and permanent residents who have signed the "Waiver of rights, privileges, exemptions and immunities" (the waiver) are subject to United States income tax on their United Nations earnings (ST/IC/2005/6, para. 1). In addition, United States citizens serving in the United States are also subject to self-employment tax on their United Nations earnings. The United Nations reimburses those staff members who have to pay the United States income taxes due on their United Nations earnings as well as one half of the related self-employment taxes payable by United States citizens.

4. Who has to pay self-employment tax and what is a staff member's share?

Based on United States law, it is mandatory that all United States citizens serving in the United States pay self-employment tax on their United Nations earnings. United States citizens serving abroad who spend time on official duty in the United States are also subject to self-employment tax on the earnings for the period worked in the United States. The United Nations will normally reimburse one half of the self-employment tax due on the United Nations taxable earnings as calculated on IRS schedule SE; a United States staff member has to pay the other half (ST/IC/2005/6, paras. 60-65).

5. How does a staff member request income tax advances and/or reimbursement cheques from the United Nations?

To request income tax advances, a staff member subject to income taxation should complete United Nations form F.65 and submit it together with a copy of his/her personnel action form to the Income Tax Unit (ST/IC/2005/6, paras. 5(b)-8). United States permanent residents should also provide the personnel action form reflecting the date when they signed the waiver. To request tax reimbursement, a staff member must submit a photocopy of his/her complete set of income tax returns together with properly completed forms F.65, F.65/A (if applicable) and F.243 to the Income Tax Unit. Staff members who have received tax advances must submit a request for tax reimbursement for each year within the deadline for submission. There is a one-year limitation on retroactivity of filing a claim for tax reimbursement (ST/IC/2005/6, para. 21).

6. What are the deadlines for submitting requests for income tax reimbursements to United Nations and filing with United States tax authorities?

The deadlines for submission of requests for income tax reimbursement to the United Nations are 1 March 2005 for staff serving in the United States and 1 April 2005 for staff serving elsewhere. The Income Tax Unit must receive the requests by these deadlines to allow adequate time for processing and reimbursement before the actual filing deadline with the tax authorities (ST/IC/2005/6, paras. 38-40). The deadlines for filing income tax returns with the tax authorities are 15 April 2005 for taxpayers in the United States and 15 June 2005 for overseas taxpayers. Requests for income tax reimbursement submitted after the submission deadlines are handled on a first-come, first-served basis. It should be noted that there is a one-year limitation on filing a claim for tax reimbursement (ST/IC/2005/6, para. 21).

7. How does the United Nations calculate income tax reimbursements due to staff members?

Based on the income tax returns submitted by a staff member, the United Nations Income Tax Unit will calculate the following two amounts: (a) the actual total tax payable for the year as shown in the copies of the tax return with the United Nations income (as shown on his/her statement of taxable earnings) **included**; and (b) the tax that would be payable if United Nations income were **excluded** from total income. Both calculations use the **actual** total deductions and the **actual** exemptions claimed by the staff member on his/her tax returns to arrive at the taxable income. Effective with the 2002 tax reimbursement, the deduction for exemptions and/or the limitation of itemized deductions that may result from

including United Nations earnings in adjusted gross income is taken into consideration for the calculation of reimbursement of regular income tax or alternative minimum tax (ST/IC/2005/6, para. 27). The difference between the two calculations is the tax attributable to United Nations income and will be reimbursed by the United Nations. To illustrate, assume that a staff member and his/her spouse working outside the United Nations filed as married filing jointly for 2004, had the following federal taxable income and were not subject to Social Security tax:

(i) Actual total tax payable on return		
United Nations earnings	$73,000	
Non-United Nations ordinary income	40,000	
Less: Deductions	(15,000)	
Less: Exemptions	(6,200)	
Taxable income	$91,800	
Federal Tax	$16,431	(A)
(ii) Tax payable without United Nations income		
Non-United Nations ordinary income	40,000	
Less: Deductions	(15,000)	
Less: Exemptions	(6,200)	
Taxable income	$18,800	
Federal Tax	$2,109	(B)
United Nations federal income tax reimbursement =	(A) – (B)	
=	$16,431 - $2,109	
=	$14,322	

8. What are estimated tax payments for?

The United Nations does not have a tax withholding system. Staff members who are liable to pay federal, state or municipal income taxes for 2005 are required to file, by 15 April 2005, a declaration of estimated tax on their estimated 2005 income, including salary and emoluments to be received from the United Nations. In order to avoid the penalty for underpayment of estimated taxes for 2005, staff members, in most circumstances, will be required to pay in four equal instalments as estimates of their 2005 federal tax the lesser of: (a) 100 per cent of their actual 2004 tax liability (including the self-employment tax); or (b) 90 per cent of their estimated 2005 tax liability (including the self-employment tax), due on 15 April 2005, 15 June 2005, 15 September 2005 and 17 January 2006.

Federal and New York State tax advances are paid directly to the IRS and New York State by the United Nations for credit to the taxpayer's individual account as estimated tax payments. In exceptional cases where electronic payments are not possible, tax advance cheques payable to the tax authorities may be issued.

Any advance for Washington, D.C., Virginia or Maryland state estimated taxes will be made by cheque payable to staff members, who should either endorse the cheques and send them promptly to the appropriate state tax authority or deposit the cheques in their personal bank accounts and issue their own cheques to pay for the estimated tax.

It is the responsibility of staff members to include on their estimated tax forms their share of self-employment tax, if applicable, and estimates of additional taxable income from sources other than the United Nations and to pay the estimated tax due thereon.

9. What should a staff member do with United Nations tax cheques payable to the tax authorities?

There are only two purposes for which the United Nations may issue tax cheques payable to the tax authorities for a staff member:

(a) For the balances due shown on a staff member's income tax returns, or

(b) For a staff member's estimated income tax advances.

A staff member should forward any United Nations tax cheques made payable to the respective tax authorities to the appropriate addresses of the tax authorities. A staff member **should not**, under any circumstances, **cash or deposit** any United Nations tax cheques payable to the tax authority into his/her bank account. If a staff member pays the balance due or estimated tax advances before receiving United Nations tax cheques, he/she should return to the Income Tax Unit the United Nations cheques payable to the tax authorities, together with proof that he/she paid the tax authorities (such as copies of his/her cancelled personal cheques). The Tax Unit will then reissue the United Nations tax cheques to his/her name. At times tax reimbursement cheques made directly payable to a staff member may also be issued when the amount that a staff member paid to the IRS is larger than the total tax due on his/her outside income. Only tax cheques issued with the staff member's name as the sole payee may be cashed or deposited to his/her bank account.

10. Who gets the tax refund that a staff member receives from the tax authorities?

Entitlement to tax refunds is dependent upon who overpays the tax authorities. A staff member may retain the tax refund that he/she receives from the tax authorities if he/she has more withholding tax on his/her non-United Nations income than his/her tax liabilities or if he/she overpays the tax authorities on the non-United Nations earnings. If the United Nations overpays the estimated income tax advances related to a staff member, the overpayment amount will be indicated on a transmittal statement to the staff member after the staff member's income tax reimbursement claim is settled. The United Nations treats these overpayments as prepayments of tax advances for the subsequent year. Staff members who continue to be subject to United States income taxes on the United Nations earnings should indicate on their tax returns that tax overpayment should be applied to the following year's estimated taxes. Separated staff members should return the United Nations portion of tax refunds to the Organization.

11. Who pays the penalties and interest imposed by tax authorities?

As the responsibility for filing complete, correct and timely tax returns is that of the individual taxpayers, the United Nations will not reimburse staff members for penalties and/or interest imposed by tax authorities on their United Nations earnings except if: (a) the delays are attributable to the Organization; or (b) penalties or interest are the result of written instructions given by the United Nations. Under certain conditions, staff members serving outside the United States may also be reimbursed for penalties and interest (ST/IC/2005/6, para. 69). The United Nations

will not pay any late filing penalties under any circumstances. Staff members are, therefore, advised to file the appropriate extension forms with tax authorities before the deadline for filing is due.

12. What action is taken by the United Nations Income Tax Unit if a staff member makes an error in his/her tax returns?

If the Income Tax Unit, in the course of processing a staff member's request for reimbursements, determines that there is an error, it will issue to the staff member a written notice of corrections to be made to the tax return(s) by the staff member. Staff members are required to acknowledge and certify that they have made the appropriate changes on their tax returns submitted to the tax authorities, and to return the certified correction notification, together with a copy of the corrected tax forms, to the Income Tax Unit. Staff members **should not**, however, rely on the Income Tax Unit to detect errors. They remain fully responsible for filing correct returns with the tax authorities.

It should be noted that by completing United Nations form F.243 (Consent for the Internal Revenue Service to disclose tax return information to the United Nations), a staff member authorizes the IRS to disclose to the United Nations tax information and estimated tax payments regarding his/her federal income tax account(s) for the particular tax years if and when the United Nations requests this information. The tax information is used only to ascertain that the staff member who submits photocopies of his/her income tax returns to the Income Tax Unit also files the same income tax returns with the IRS. It does not imply that the staff member's federal income tax returns are completely correct and accepted by the IRS. Nor does it imply that the United Nations is obligated to verify the validity of each claim submitted to the Income Tax Unit with the tax authorities.

13. Under what circumstances can a married staff member file separately?

Generally, if a married staff member is not receiving a dependency allowance for his/her spouse, he or she can elect to file separately. However, if a staff member files separately while receiving a dependency allowance for his/her spouse, the United Nations final reimbursement of income taxes will be calculated as if he/she is filing a joint return with the spouse (ST/IC/2005/6, para. 13).

14. Does a staff member have to claim dependants for whom he or she receives dependency allowances from the United Nations?

A staff member who has received United Nations dependency allowances for his/her children or relatives residing in the United States is required to claim the appropriate exemptions for the dependants, or provide acceptable written explanation as to the reason for not doing so (ST/IC/2005/6, para. 15).

15. Should a staff member submit a copy of his/her income tax return to the United Nations Income Tax Unit if he or she is stationed abroad and does not have any federal tax due in respect of United Nations earnings?

It is advisable for the staff member to submit a photocopy of his/her income tax return to the Income Tax Unit, regardless of whether he/she fully qualifies under the foreign earned income exclusion and may not have any tax liabilities. It provides a continuous record for his/her tax file and in instances of subsequent amendments, he/she can submit an amended return to the Income Tax Unit for reimbursement.

United Nations ST/IC/2005/7

Secretariat

20 January 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Review of staff claims for dependency benefits for 2003 and other staff information**

1. The purpose of the present circular is to inform staff members at Headquarters and the staff of United Nations Information Centres, the International Criminal Tribunal for Rwanda and field missions as well as project personnel administered by the Department of Economic and Social Affairs and the Office for the Coordination of Humanitarian Affairs of the manner in which the review of their entitlements to dependency benefits for 2003 will be conducted.

2. For all staff at Headquarters, a new electronic system called e-P.84 is being introduced as a pilot project. All staff at Headquarters who have a dependant recognized by the United Nations and who have access to computers will review their dependency data and submit proposed changes directly online to the Office of Human Resources Management. Staff members using the e-P.84 will be given the option either to submit the required documentation at the time of their submission of e-P.84 to the Office of Human Resources Management or to retain the documentation personally. Staff who opt to submit the required documentation must present all such documentation. There is no option to submit partial documentation. Staff who opt to retain the required documentation must obtain and retain for five years the proof or supporting documentation to substantiate their dependency claim. Please note that, for monitoring purposes, the Office of Human Resources Management can request a staff member to submit the required documentation at any time and as often as necessary during the five-year period.

3. All staff at Headquarters who do not have access to computers and all staff of the United Nations Information Centres, the International Criminal Tribunal for Rwanda and field missions as well as project personnel administered by the Department of Economic and Social Affairs and the Office for the Coordination of Humanitarian Affairs outside of New York will continue to use the dependency benefits questionnaire (form P.84) for the review of their entitlement to dependency benefits. Staff members at Headquarters who do not have access to computers

* Expiration date of the present information circular: 31 March 2005.

05-21556 (E) 260105

should contact the OHRM section identified in paragraph 11 below to obtain a hard copy of form P.84. Staff members in all other areas mentioned above will receive their individual 2003 P.84 form from the office responsible for the review of their claims.

4. With the implementation of the electronic P.84, staff members are reminded that it is their responsibility to adhere to the guidelines laid out in the present information circular and to ensure that the records and documentation on their dependency entitlements, whether submitted to the Office of Human Resources Management or retained for the five-year period, are maintained in an up-to-date and accurate manner at all times.

5. Failure to provide the documentation upon request will result in immediate recovery and discontinuance of the benefit as set out in paragraph 40 below. False certification of the information contained in the e-P.84 or form P.84 or misrepresentation of facts related to a claim for dependency benefits will lead to disciplinary action. Pursuant to section 3.2 of ST/AI/2000/11, the two-year limitation of the recovery shall not apply in such cases.

I. Submission of claims using the electronic P.84

6. The electronic P.84 will enable staff to review their dependency data and submit proposed changes directly online. Staff members at Headquarters who were in receipt of a dependency benefit in 2003 may access the e-P.84 from the "My UN" web site, http://myun.un.org (see annex I for procedure). On that site, staff are required to review all dependency-related data, make proposed changes if applicable or confirm the correctness of the information, and submit it electronically by **28 February 2005** in order to substantiate their claim for dependency benefits received for 2003. In order for staff members at Headquarters to have access to the e-P.84, they must have first authenticated their My UN account through the e-Contact process introduced through Galaxy earlier in 2004. Those who have not received an e-mail on authenticating the My UN account should contact hrsupport@un.org or call 212-963-9711 before attempting to access the e-P.84. Staff members who have no recognized dependants will not have access to the e-P.84.

7. The e-P.84 will contain the information currently recorded for each staff member with recognized dependants in the Integrated Management Information System (IMIS). Staff members are requested to review that information carefully, including the question regarding Government assistance, make any necessary changes or corrections and certify directly online the accuracy of the information contained in the e-P.84. Staff members must also indicate in the e-P.84 whether or not they opt to submit to the Office of Human Resources Management the required documentation, which is listed in annex II of the present circular. Please note that this option does not apply to a staff member who claims a dependency benefit for a child who is not in his/her custody. He/she must always submit the required documentation.

8. No documentation is required for a staff member to continue receiving dependency benefits for the following dependants: an unemployed spouse, a child under the age of 18 if in the staff member's custody or a secondary dependant residing with the staff member. On the electronic form, staff members should indicate that no documentation is required.

9. Staff members may opt to submit or to retain the supporting documentation listed in annex II for the following cases: a dependent spouse who has occupational earnings, a child between the age of 18 and 21, and a secondary dependant who does not reside with the staff member. On the electronic form, staff members should indicate whether they opt for submission of supporting documentation or for retention of supporting documentation for five years. Those who selected the option of not submitting the documentation must obtain and retain the documentation for five years. As mentioned in paragraphs 2 and 3 above, the monitoring by the Office of Human Resources Management may take place at any time and as often as necessary. The Office of Human Resources Management will monitor at least 20 per cent of all submitted cases every year.

10. Staff members opting for the submission of supporting documentation are requested to submit that documentation to the section that services their area, as identified in paragraph 11 below. Staff members at Headquarters who do not have access to a computer are also requested to submit the hard copy of the P.84 questionnaire form together with the necessary supporting documentation to the offices identified below. Staff members who are applying for a dependency allowance or benefit for the first time must apply in person at the section that services their area.

11. Please note the locations of the sections and areas serviced, as follows:

- Common Services Activities at Headquarters Section, Room S-2410: Department for General Assembly Affairs and Conference Management, Department of Management, Executive Office of the Secretary-General, Office of the Special Representative of the Secretary-General for Children in Armed Conflict, Office of Internal Oversight Services and United Nations Fund for International Partnerships and Department of Safety and Security
- Offices at Headquarters with Field Activities Section, Room DC1-0218: Department of Peacekeeping Operations, Office for the Coordination of Humanitarian Affairs and United Nations Monitoring, Verification and Inspection Commission
- Economic, Social, Political, Legal and Information Activities Section, Room S-2445: Department for Disarmament Affairs, Department of Economic and Social Affairs, Department of Political Affairs, Department of Public Information (including all the information centres), International Civil Service Commission, United Nations International Research and Training Institute for the Advancement of Women, Office of Legal Affairs, Regional Commissions New York Office and the United Nations Joint Staff Pension Fund, Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States and Office of the Special Adviser on Africa
- Overseas Offices Section, Room S-2435: International Criminal Tribunal for Rwanda and liaison offices

12. Please refer to paragraphs 17 to 35 for the different types of dependency benefits.

II. Submission of claims using the hard copy P.84 questionnaire

13. All staff at Headquarters who do not have access to computers and staff of the United Nations Information Centres, the International Criminal Tribunal for Rwanda and field missions as well as project personnel administered by the Department of Economic and Social Affairs and the Office for the Coordination of Humanitarian Affairs outside of New York will continue to use the P.84 dependency questionnaire form for the review of their entitlement to dependency benefits.

14. Staff members assigned to United Nations peacekeeping missions and those serving in established missions who were in receipt of a dependency benefit in 2003 will receive a dependency questionnaire form P.84 from the Office of the Chief Civilian Personnel Officer of the respective mission. Those staff members should return the completed P.84 form to the Office of the Chief Civilian Personnel Officer, which will then transmit the form to the Personnel Management and Support Service of the Office of Mission Support, Department of Peacekeeping Operations (Room DC1-928). Project personnel administered by the Department of Economic and Social Affairs serving at Headquarters and in the field should submit their questionnaires to Technical Cooperation Management Services (Room DC1-1200). They are also required to submit the supporting documentation at that time. All other offices away from Headquarters will review dependency claims for their own staff.

15. The P.84 questionnaire form will contain the information currently recorded for each staff member and his or her dependants in IMIS. Staff members are requested to review that information carefully, make any necessary corrections and certify the accuracy of the information contained in the form, including the question regarding the amount of Government assistance for each child in item 40 of the P.84 form.

16. When it is necessary for support payments to be documented, the following will be considered as acceptable proof: original cancelled cheques, money order receipts, wire transfer receipts and original records of bank transactions.

III. Types of dependency benefits

17. Dependency benefits may be paid on account of a dependent spouse, a dependent child or children or a secondary dependant. For ease of reference, a dependent spouse, child or children are referred to in the present circular as "primary dependants". A "secondary dependant" may be the mother, father, brother or sister of the staff member of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the relevant dependency allowance.

18. Staff members in the Professional category and above and in the Field Service category will be paid salary and post adjustment at the dependency rate for the first recognized primary dependant, which may be a spouse or a child. A dependency allowance will be paid for each additional primary dependant at the rates approved by the General Assembly. The rates applicable for 2003 are contained in information circulars ST/IC/2001/4 and Add.1.

19. Staff members in the General Service and related categories will receive a dependency allowance for each recognized primary dependant, which may be a spouse or a child or children. The amounts are set out in the local salary scales, as periodically revised, which are established for every duty station.

20. Dependency benefits on account of children with a disability will be paid in accordance with the provisions of administrative instruction ST/AI/2000/8 of 13 September 2000.

21. When a secondary dependant is recognized, a benefit will be paid at the rate determined by the General Assembly for staff in the Professional category and above and in the Field Service category. For staff in the General Service and related categories, the allowance will be paid in the amount set out in the local salary scales, as periodically revised, which are established for every duty station.

Claim for dependent spouse

22. A spouse will be recognized as a dependant when his or her gross occupational earnings, if any, do not exceed the limit established for this purpose in paragraph (a) of staff rule 103.24 for a particular calendar year. In New York, the earnings limit for 2003 was $32,644 (gross salary in effect on 1 January of the year concerned for a staff member at the G-2, step I, level). For 2004, the earnings limit in New York is $33,417. For a spouse working in a country other than that of the staff member's duty station, the limit is the gross salary of the lowest entry level of the General Service salary scale applicable in the country of the spouse's place of work. For staff in the Professional category and above serving at any duty station, the limit may not be less than the equivalent of the G-2, step I, gross salary for New York. All earnings limits are based on the salary scales in effect on 1 January of the year concerned.

23. However, when a staff member is married to another staff member or to a staff member of another organization of the United Nations common system, and both husband and wife are in the Professional category and above or in the Field Service category, and there is no dependent child, each shall be paid salary and post adjustment at the single rate even if the earnings do not exceed the yearly earnings limit, as provided in staff rule 103.17 (c) and paragraph 2.4 of ST/AI/2000/8.

24. Pension and/or investment income are not considered occupational earnings and accordingly are not taken into account in determining a staff member's eligibility for the dependent spouse benefit.

25. When the spouse's gross occupational earnings are more than the earnings limit but less than the sum of the earnings limit and the appropriate dependency benefit, an adjusted dependency benefit for a spouse may be paid to (a) staff members in the Professional category and above and in the Field Service category who have no dependent children, and (b) staff members in the General Service and related categories, with or without dependent children. The adjusted benefit will be equal to the amount by which the sum of the earnings limit and the appropriate dependency benefit exceeds the spouse's gross occupational earnings.

26. Staff members who received a dependent spouse allowance or benefit for 2003 should submit or retain proof of their spouse's gross occupational earnings for that year. The list of acceptable supporting documentation as evidence of a staff

member's entitlement to a dependent spouse benefit for 2003 is contained in annex II. It is also applicable to staff members serving on an appointment of limited duration under the 300 series of the Staff Rules who claim a dependant, for purposes of the family element of the service allowance.

Claim for dependent child or children

27. The conditions for recognition of a dependency benefit on account of a child or children of the staff member are set out in paragraph (b) of staff rule 103.24 and administrative instruction ST/AI/2000/8.

28. A dependent child is a child for whom the staff member provides main and continuing support. A dependent child may be a natural child, a legally adopted child or a stepchild if the stepchild resides with the staff member. The child must be under the age of 18 years or, if in full-time attendance at a school, university or similar educational institution, under the age of 21 years.

29. If legal adoption is not possible because there is no statutory provision for adoption or any prescribed court procedure for formal recognition of customary or de facto adoption in the staff member's home country or country of permanent residence, a child may nevertheless be recognized as a dependant if the following conditions are met:

(a) The child resides with the staff member;

(b) The staff member can be regarded as having established a parental relationship with the child;

(c) The child is not a brother or sister of the staff member;

(d) The number of children for whom dependency benefits are claimed in cases where legal adoption is not possible does not exceed three.

30. The age and school attendance requirements indicated in paragraph 28 above are waived if the child is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration (see ST/AI/2000/8).

31. If a staff member or his/her spouse received in 2003 a dependency benefit in the form of a government grant in respect of a child, the staff member is requested to report the total amount of the grant received in respect of each child, the country from which the grant was received and the currency of the grant (if other than United States dollars). The amount of the grant will be subtracted from any dependency benefit payable by the United Nations on account of the dependent child or children.

32. When a child previously recognized as a dependant marries, the staff member has the responsibility to give written notice to the Office of Human Resources Management or the relevant personnel office. If the staff member continues to claim the child as a dependant, documentary evidence of support satisfactory to the Secretary-General will be required to substantiate the claim.

33. According to staff rule 103.17 (c), when two staff members are married to each other and have a dependent child or children, the dependent rate of staff assessment shall apply to the spouse having the higher salary level and the single rate to the

other, subject to staff rule 104.10 (d) allowing the Secretary-General to maintain separate entitlements and benefits in the event both husband and wife are staff members and maintain separate households because they are assigned to different duty stations. The same rules apply in the case of a staff member whose spouse is a staff member of another organization participating in the United Nations common system.

34. The list of acceptable supporting documentation required to be submitted or retained as evidence of a staff member's entitlement to a dependent child allowance or benefit for 2003 is contained in annex II. It is also applicable to staff members serving on an appointment of limited duration under the 300 series of the Staff Rules who claim a dependant, for purposes of the family element of the service allowance.

Secondary dependants

35. Paragraph (d) of staff rule 103.24 defines a secondary dependant as a father, mother, brother or sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance. In order to be recognized as a dependant, a brother or sister must fulfil the age and school attendance requirements for a dependent child, which are recalled in paragraph 28 above, unless the brother or sister is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration.

36. At the time of establishment of an entitlement to a benefit for a secondary dependant, staff members should submit in person the original or certified true copy of the birth certificate or passport of the secondary dependant together with their own written statement that the secondary dependant relies upon the staff member for financial support and that the staff member provides one half or more of the dependant's support, and in any case at least twice the amount of the dependency allowance. If the secondary dependant does not reside with the staff member, the staff member should also submit evidence of a pattern of support payments made to the dependant. For 2003, the secondary dependant's allowance for staff in the Professional and Field Service categories was set at $693 and for staff in the General Service and related categories at $1,318 per year.

37. For a list of acceptable supporting documentation, please refer to annex II.

IV. Important reminders

38. Paragraph (c) of staff rule 103.23 and paragraph (b) of staff rule 104.4 place upon staff members the responsibility to notify the Secretary-General in writing of any changes in their marital status or the status of their dependants. For that purpose, staff members are required to communicate changes in the composition of their family or any other changes affecting their entitlement to dependency benefits promptly, including in those cases where a child between the ages of 18 and 21 ceases to be in full-time attendance at an educational institution, to the relevant personnel or Executive or Administrative Office. Staff members at Headquarters should inform the offices mentioned in paragraph 11 of those changes.

39. The change in the review of dependency benefits will be monitored by the Office of Human Resources Management and audited by the Office of Internal Oversight Services. Staff members must provide the documentation upon request by the Office of Human Resources Management or in the event of audit by the Office of Internal Oversight Services. Failure to do so will result in immediate recovery of monies and discontinuance of benefits, and may result in disciplinary action. Therefore, staff members are requested to keep complete records justifying their claims of dependency benefits for at least five years.

40. Information provided on the e-P.84 and form P.84 and supporting documentation will be periodically monitored to verify staff members' continued entitlement to dependency benefits. For those staff members who do not submit the e-P.84 and P.84 questionnaire forms and any requisite documentation by **28 February 2005 (15 March 2005**, for staff serving in field missions and information centres), any dependency benefits will be discontinued and will result in recovery of any overpayment as indicated in paragraph 5 above. Prior to the recovery of any overpayment, and in accordance with normal procedures, staff members will be advised in writing of the decision to recover and of the reasons for that decision. Recovery will be made through deductions of 20 per cent of the staff member's net monthly salary (excluding United Nations Federal Credit Union deductions) until such time as the full amount is recovered. In instances where the duration of the staff member's contract does not allow a deduction at as low a rate as 20 per cent, the overpayment will be deducted at a monthly rate sufficient to recover the full amount by the contract expiration date.

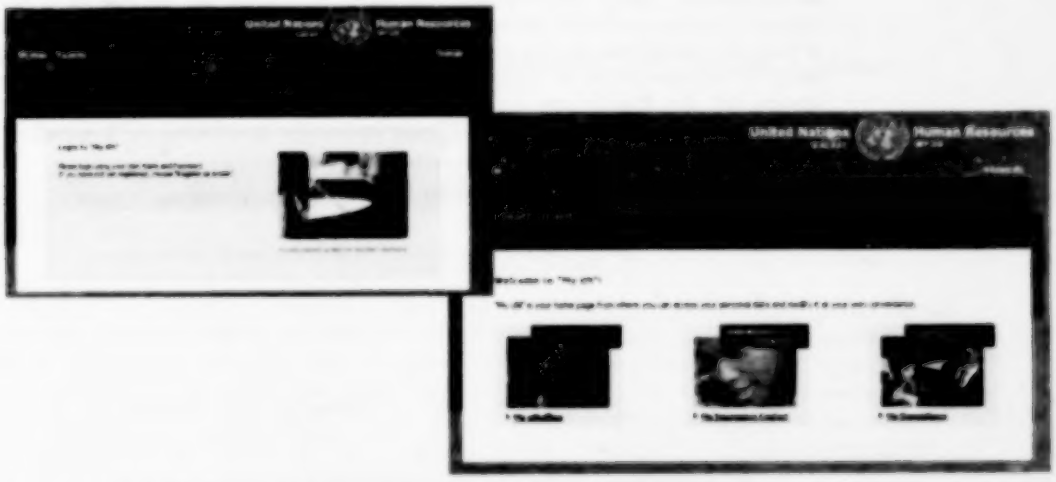
41. Staff members are reminded that changes in their P.2 form (Designation, change, or revocation of beneficiary) may be made at any time and that only the most recent, properly executed form for the designation of beneficiary or beneficiaries is recognized for the payment of benefits in the case of the demise of a staff member. It is the responsibility of the staff member to make sure that the proper person or persons are designated, particularly in cases of death, divorce or other change in the relationship between the person or persons previously designated and the staff member. The P.2 form is available on iSeek under Staff information/more.../Forms/Allowances and Benefits. Staff members wishing to change their designation of beneficiary should contact the above-mentioned offices (see para. 11) to ensure that the change submitted on the P.2 form is properly executed and recorded in IMIS. At the same time, staff members should ensure that their designation of the recipient of a United Nations Joint Staff Pension Fund residual settlement (form PENS.E/2) is up to date. Staff members with changes in dependants are urged to ensure that their beneficiary designations for purposes of life insurance are up to date and that their health insurance coverage also reflects such changes.

42. In the event of a change of address, staff members should immediately inform their Office of Human Resources Management section through their Executive Office of the change so that it is properly recorded in IMIS.

Annex I

Procedures to complete the e-P.84

1. Log onto the "My UN" web site at http://myun.un.org and click on "My Dependency".



2. The four sections on the e-P.84 may indicate information relevant to the following:

   (a) Staff member

   (b) Spouse

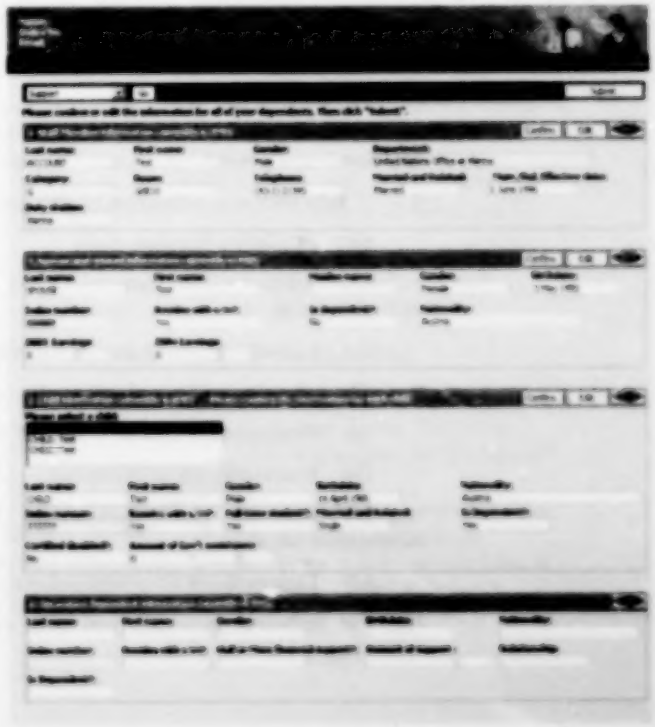
   (c) Dependent children

   (d) Secondary dependant

Staff must review each section carefully.

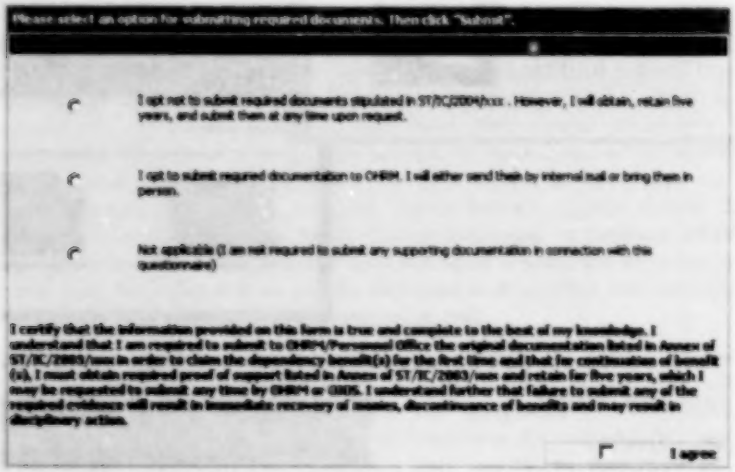
3. If you have no changes to make in a section, click the "**continue**" button, the "**confirm**" button; and then the "**submit**" button.

4. If you have changes or corrections in a section, click the "**edit**" button, make the necessary changes or corrections directly on the screen, click the "**continue**" button and then the "**confirm**" button. Please note that if you use the "**go back**" button to return to the previous screen, the system will delete all proposed changes you have just made. In that case, you are requested to re-enter all the proposed changes on the editing screen.



5. When you have made all the changes and corrections, click on the "**submit**" button. You will then see a comparison chart of current data and the proposed changes you have just entered. Review the screen once again and click the "**continue**" button. Please print this screen for your records.

6. The system will give you two options concerning the supporting documentation, asking you whether you prefer to submit the documents to the Office of Human Resources Management immediately or whether you would prefer to keep the documents for five years for auditing purposes. If you have no required proof or documentation to submit, please click the "**not applicable**" button. The system will also require you to certify that the information provided on the e-P.84 form is true and complete to the best of your knowledge by clicking on "**I agree**".



7. Once you have certified the information, you will receive an e-mail confirming the submission of your e-P.84 to the Office of Human Resources Management. The system will electronically notify your Human Resources Officer or Assistant of your submission.

8. A **help** button is accessible to give staff information on the following:

(a) Eligibility decision chart

(b) Administrative instruction on dependency status and dependency benefits (ST/AI/2000/8)

(c) List of supporting documents required for dependency claim

9. The following additional information is available via the drop-down list:

(a) Procedures to complete the e-P.84

(b) Frequently asked questions

(c) Relevant Staff Regulations, Rules, administrative instruction and information circular

(d) Link to the Human Resources Handbook

10. For technical inquiries, you may send an e-mail to hrsupport@un.org or contact us at 212-963-9711.

Annex II

Required documentation for continuance of the benefit

The following table summarizes the documentation required as evidence of a staff member's entitlement to dependency benefits for 2003.

For a spouse claimed as a dependant	Proof of gross occupational earnings: W2 form, tax return or statement of earnings from spouse's employer
For every child claimed as a dependant	An original birth certificate must be presented when the child is claimed as a dependant for the first time.
For a child under the age of 18 who resides with the staff member	No additional documentation required.
For a child(ren) of a staff member who is not the custodial parent	The original or certified copy of the divorce decree or other court document specifying the amount of child support to be paid by the staff member plus proof of payment in the year concerned in the form of original cancelled cheques, money order or wire transfer receipts, or bank transactions must be provided. The amount of payment should be at least the amount of the court-ordered child support, or the amount of the child dependency benefit, whichever is higher. In the absence of a court document, a notarized affidavit from the custodial parent must be provided attesting that the staff member provided continuing support and specifying the amounts paid during 2003, along with the proof of payment described in the previous paragraph.
For a child between the ages of 18 and 21[a]	Staff members who were not in receipt of an education grant should submit a completed Form P.41/B (Certificate of school attendance) for the school year 2003/04. The determination for 2004 will be provisional pending submission of the same form for the 2004/05 school year. Where the school year coincides with the calendar year, Form P.41/B should be submitted for 2003. No additional documentation is required for a child for whom the staff member received an education grant for the academic year 2003/04.
For a secondary dependant who resides with the staff member	Staff member's certification of support provided on the e-P.84
For a secondary dependant who did not reside with the staff member	Proof of all payment made to the secondary dependant during 2003 in the form of original cancelled cheques, money order or wire transfer receipts or records of bank transactions will be required.

[a] Dependency status is recognized through a period of vacation between school years when the child enrols for full-time attendance during the regular school year. Otherwise, the dependency status ceases as of the last day of full-time attendance at the educational institution. The requisite forms are available on iSeek under Staff information more.../Forms or from the Executive or Administrative Offices at Headquarters and local Personnel Offices.

United Nations ST/IC/2005/8

Secretariat

26 January 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Implementation of the change in the annual leave cycle**

1. The purpose of the present circular is to inform staff and administrators of the manner in which the change in the annual leave cycle announced in the Secretary-General's bulletin ST/SGB/2004/16 is to be implemented.

2. The annual leave cycle was changed to address the situation that arose frequently under the prior cycle of 1 January to 31 December, where, due to exigencies of service, many staff members could not take annual leave in the last quarter of the calendar year and, as a result, lost accumulated leave in excess of 60 days on 1 January of the following year. It is anticipated that the change to an annual leave cycle for the period from 1 April to 31 March will permit most staff members to use their accumulated annual leave in the first quarter of the year, a period when work pressures are not as great in many offices.

3. As indicated in the Secretary-General's bulletin ST/SGB/2004/16, any leave accumulated as of 31 December 2004 may be carried to 31 March 2005, even if it is in excess of 60 days, in order to facilitate the transition to the new cycle.

4. There will, however, be a number of staff members who will not be in a position to take the 7 ½ days of leave that will accrue in the first three months of 2005. Under strict application of the new annual leave cycle, any accumulated leave in excess of 60 days would be lost if not taken by 31 March 2005. Since the purpose of the change is to facilitate the exercise of annual leave, it has been decided that, **on a one-time and exceptional basis**, accumulated leave of up to 67 ½ days may be automatically carried into the new cycle of 1 April 2005 to 31 March 2006. The normal 60-day maximum will be observed starting from 1 April 2006.

5. It should be noted that the above will not affect the application of the rules limiting the number of days of annual leave that may be commuted to cash when a staff member separates from service.

* The present circular will be in effect until further notice.

05-22051 (E) 270105

6. Many requests have been made to align the cycle used for uncertified sick leave entitlement, which is still on a calendar year basis, and the new annual leave cycle. The Office of Human Resources Management agrees that that would simplify the administration of leave entitlements. We are preparing the necessary amendments to existing rules, and will consult with staff and administrators before the amendments are finalized.

7. Staff members having questions on the implementation of the new annual leave cycle should address them to their executive or administrative office.

United Nations ST/IC/2005/9

Secretariat

27 January 2005

Information circular*

To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

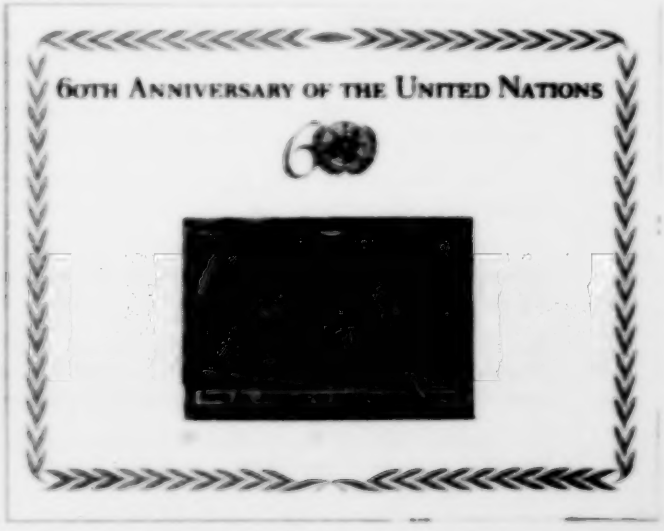
Subject: **First day of issue — 4 February 2005: "United Nations General Assembly: Celebrating the 60th Anniversary of the United Nations" Stamps and Souvenir Sheets**
Vienna Definitive Stamp

Commemorative stamps

1. On Friday, 4 February 2005, the United Nations Postal Administration (UNPA) will issue a set of three commemorative stamps on the theme "United Nations General Assembly: Celebrating the 60th Anniversary of the United Nations". The stamps will be issued in denominations of 80 cents, F.s. 1,30 and €0,55.

(United States equivalents: F.s. 1,30: $1.14 and €0,55: 73 cents subject to exchange-rate fluctuation.)

2. The stamps, which show an image of the General Assembly Hall, were designed and hand-engraved by Czeslaw Slania (Sweden).



* Expiration date of the present information circular: 14 February 2005.

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Souvenir sheets

3. Three souvenir sheets, also on the theme "60th Anniversary of the United Nations", will be released on 4 February 2005. The souvenir sheets, based on the General Assembly Hall stamp design, will be issued in denominations of $1.00, F.s. 3,00 and €2,10.

(United States equivalents: F.s. 3,00: $2.63 and €2,10: $2.79 subject to exchange-rate fluctuation.)

Definitive stamp

4. Also on 4 February, UNPA will issue a new €0,75 Vienna definitive stamp that depicts the Vienna International Centre. This is the second holographic stamp issued by UNPA, joining the 70¢ "Greetings from the United Nations" definitive (2003), and forms part of a three-stamp series with a holographic stamp scheduled to be released from UNPA Geneva office in 2006.

(United States equivalent: €0,75: 99 cents subject to exchange-rate fluctuation.)

General information

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first day cachets **only**. Members of delegations and the staff can obtain these items on Friday, 4 February at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5 p.m.;

(b) A temporary sales counter on the east side of the Secretariat lobby, between the cafeteria and the news-stand and in front of the windows: 9 a.m. to 4 p.m.

6. First-day-of-issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.

7. Information on United Nations stamps can be accessed on the Internet at http://www.un.org/Depts/UNPA.